



Job Code: 0095

Grade: 22

HCWR: N

Job Title

Program Coordinator

Department

Department Public Health Epidemiology and
Prevention Services

This position is exempt from Career Service under the CCH Personnel Rules.

Job Summary

The Program Coordinator plans, organizes, coordinates and conducts surveillance of chronic diseases, injuries, disabilities, and behavioral risk factors to determine the patterns of disease in the community, and to make recommendations regarding the possible correlation with other community conditions/social determinates of health. The Program Coordinator is responsible for maintaining the data repository for the unit, conducting literature reviews, supporting data sharing initiatives, providing data and technical evaluation assistance, organizing data for local health assessments, and assisting with strategic planning and unit program development.

Typical Duties

- Develops and supports systems for surveillance and analysis of chronic disease epidemiology in suburban Cook County (SCC).
- Independently extracts, cleans and manages data from several administrative, clinical, program and population sources.
- Develops and monitors a data repository for chronic disease, injury, disability, behavioral risk factors and violence related health indicator data.
- Oversees the application of appropriate epidemiologic and statistical methods to the study, identification, measurement and evaluation of chronic health problems and risk factors.
- Utilizes epidemiologic, statistical and research methodologies and techniques to accomplish surveillance objectives; uses Geographic Information System (GIS) mapping technology.
- Performs analytical and inferential statistics to include risk ratios, odds ratios, Analysis of Variance (ANOVA), T-test, Chi Square (chi-2), correlation, non-parametric tests, regression and logistic regression, and survival analysis using Statistical Analysis Software (SAS)
- Analyzes and interprets data (including reviewing, assessing, and monitoring health statistics, demographic information, and social determinants of health) to identify possible epidemic trends and makes recommendations for strategies related to policy development, prevention, and program planning.
- Assists with developing dissemination plans regarding trends and patterns of chronic disease, injury, disability, behavioral risk factors, and violence that may impact target populations and specific communities within the Cook County Department of Public Health's (CCDPH) jurisdiction.
- Prepares detailed summaries, suitable for publication, of chronic disease indicators and related risk factors.
- Coordinates the unit's electronic data request system.
- Participates in the CCDPH certification process called IPLAN, conducted every five years. Prepares updates for the Community Health Status Assessment.



Typical Duties

- Provides technical assistance in the development of data collection tools including surveys, questionnaires and databases for chronic diseases.
- Assists in providing training related to collection and analysis of health status data.
- Serves as a resource and technical consultant on epidemiology to the department, public health officials, and other local and state community stakeholders.
- Collaborates on epidemiologic research on chronic diseases and conditions among SCC residents, for use in program planning processes.
- Supervises specific staff activities and projects for accuracy and subject content within the unit.
- Develops and writes grant applications and related documents including needs assessments, and/or collaborates with other employees on grant processes to produce grant application sections related to community or program data.
- Performs other duties as assigned.

Minimum Qualifications

- Masters degree in Epidemiology, Biostatistics or related field from an accredited institution
- Five (5) years of work experience in disease surveillance and control, chronic disease assessment and prevention, demography, or community health assessment and planning
- Trained and certified in NIMS FEMA IS-100, 200, 700, and 800 within six (6) months of employment
- Two (2) years of experience supervising and/or managing staff
- Two (2) years of program management experience
- Position requires travel for which the employee must have a valid driver's license and insured vehicle or other equivalent means of transportation for work

Preferred Qualifications

- Five (5) years of experience in health data analyses using SAS programming language
- Experience in health data analyses of large datasets (i.e. over 500,000 records)
- Advanced knowledge of statistical methods (e.g., ordinal regression, spatial analysis, etc.)
- Epidemiology research and grant writing experience

Knowledge, Skills, Abilities and Other Characteristics

- Knowledge of the theories, principles and practices of epidemiology and biostatistics in public health.
- Excellent verbal and written communication skills necessary to communicate with all levels of staff and a population composed of diverse cultures and age groups.
- Excellent interpersonal skills.
- Excellent organizational skill with attention to detail, accuracy and precision.
- Proficiency using Microsoft Office Suite, statistical and GIS software applications in conducting statistical analysis and report preparation.
- Knowledge of the use of epidemiology in health status assessment related to chronic diseases.
- Ability to perform data management and cleaning to include merging and joining (e.g. PROC



Knowledge, Skills, Abilities and Other Characteristics

SQL) using data analysis software SAS.

- Ability to use statistical methods in epidemiologic analysis.
- Ability to work collaboratively and independently.
- Ability to manage projects and programs.

Physical and Environmental Demands

This position is functioning within a healthcare environment. The incumbent is responsible for adherence to all hospital and department specific safety requirements. This includes but is not limited to the following policies and procedures: complying with Personal Protective Equipment requirements, hand washing and sanitizing practices, complying with department specific engineering and work practice controls and any other work area safety precautions as specified by hospital wide policy and departmental procedures.

The above statements are intended to describe the general nature and level of work being performed by people assigned to this classification. They are not intended to be construed as an exhaustive list of all responsibilities, duties and skills required of the personnel so classified.

For purposes of the American with Disabilities Act, “Typical Duties” are essential job functions.