



Job Code: 8787

Grade: 20

HCWR: N

Job Title

Program Coordinator, Epidemiology Surveillance

Department

Public Health

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

Job Summary

The Program Coordinator of Epidemiology Surveillance programs provides programmatic leadership and coordinates planning, implementation, and evaluation of substance use behavioral risk and exposures, injury, and health outcomes related activities such as the Opioid, Behavioral Health (BH), and Maternal Child Health (MCH). The position will provide leadership and direction, as well as administrative management, to ensure successful implementation of the initiative. This will include, but is not limited to, collaboration and coordination with external and internal partners, ensuring all Opioid Data to Action objectives are met and reports are prepared and submitted in a timely manner; facilitation management systems that promote communication, evaluation, sustainability of the initiatives.

Typical Duties

- Provides programmatic leadership and coordinates planning, implementation and evaluation of the Opioid, BH, and MCH Epidemiology Surveillance Programs.
- Works to advance morbidity and mortality surveillance infrastructure and information that supports harm reduction, stigma reduction, public safety partnerships/intervention strategies in suburban Cook County.
- Manages all aspects of the Cook County Department of Public Health's (CCDPH) Opioid Data to Action activities to ensure successful implementation and evaluation of the initiative and the overarching goal of linking data and community-based interventions.
- Identifies and develops strategic partnerships, and support and collaborates with data and surveillance.
- Facilitates management systems that promote communication, coordination, and accountability among staff, across the agency, and with partners. Facilitates management systems that promote communication, coordination, and accountability among staff, across the agency, and with partners.
- Develops materials for key stakeholders to raise awareness about the initiative, in collaboration with the BH Unit. Informs the department of prevention message by the Behavioral Health Unit by providing guidance on the interpretation of surveillance data.
- Manages day-to-day operations aligned with Opioid Data to Action local grant, and ensures activities align and advance initiative objectives. Coordinating with the Epidemiology Unit (Director of Epidemiology and Substance Use Epidemiologist), the BH Unit (Community Engagement Manager and Substance Use Prevention staff), the Chicago Department of Public Health opioid team: Grants manager, GIS specialist, project coordinator, and substance use epidemiologist.
- Provides support for successful implementation, evaluation, or submission of administrative requirements, e.g., program and finance reports.



Typical Duties

- OD2A Grant management that supports grant proposal development, budget and financial management, compliance and reporting, monitoring and evaluation, record keeping, and communication with the Grantor.
- Facilitates internal and external communication and coordination both within and between the Opioid Data to Action, BH Epidemiology, and MCH initiatives and other units within CCDPH.
- Coordinates development and implementation of evaluation plan, in collaboration with the BH Unit's Monitoring and Evaluation Coordinator and completes reporting; identifies gaps and opportunities to improve opioid, behavioral health, MCH Epidemiology program performance. Assists the BH Unit and other internal units and partners with the development and monitoring of program evaluation, performance management and quality improvement activities.
- Ensures all grant deliverables and reporting requirements are met on time.
- Integrates Opioid Data to Action, BH, and MCH activities into the overall efforts of the Epidemiology Unit in a sustainable manner that aligns with the unit's standard operating procedures, workforce development, and data management frameworks. This involves developing standard operating procedures, workflows, logic models, data management frameworks, and workforce development plans.
- Coordinates development and implementation of evaluation plan in collaboration with the Nursing Epidemiologist and Chief Nursing Officer and completes reporting; and identifies gaps and opportunities to improve MCH surveillance program performance. Assists the Behavioral Health Unit and other internal Units and partners with the development and monitoring of program evaluation, performance management, and quality improvement activities.
- Evaluates efforts for effectiveness and efficiency, as well as compliance with grant and legal mandates; identify gaps and opportunities to improve initiative/program performance.
- Ensures benchmarks/objectives are met and reports are prepared and submitted in a timely manner.
- Identifies, develops, and maintains strategic partnerships that will support implementation, evaluation and sustainability of the nutrition and food access initiatives/programs.
- Works with CCDPH BH, Nursing, and Communications Unit to ensure effective implementation of communications and media plan.
- Integrates activities into overall efforts of the Epidemiology Unit and CCDPH in a sustainable manner.
- Performs other duties as required.



Minimum Qualifications

- Master's degree from an accredited college or university
- Three (3) years of work experience in community-based public health with demonstration of program planning, development, implementation, evaluation, and/or alliance building
- One (1) year of supervisory or project management experience
- One (1) year of experience with grant management, grant writing, and/or developing budget reports
- Position requires moderate local travel for which the employee must possess a valid driver's license and insured vehicle or otherwise provide an acceptable and reliable means of transportation
- Must be able to occasionally work evenings or weekends, as needed

Preferred Qualifications

- Master's degree in public health, social work, public policy, or public administration from an accredited college or university
- Two (2) years of experience with mental health or substance use disorder, harm reduction, or opioid-related initiatives.

Knowledge, Skills, Abilities and Other Characteristics

- Excellent written and verbal communication skills and experience with diverse communities and outreach
- Proficient knowledge of Microsoft Office programs
- Knowledge of applying health promotion theory, health behavioral theory, or advancing policy, system, and environmental change
- Knowledge of program planning, development, implementation, and evaluation
- Knowledge of administration of health promotion initiatives, including management of financial resources and relationships with partners and other stakeholders
- Ability to plan, coordinate, and manage with strong organizational skills; cultivate key relationships/stakeholders, as well as lead and facilitate group process; and effectively work independently and as part of a multidisciplinary team
- Ability to build a logical approach to address problems or opportunities; manage the situation at hand by drawing on own knowledge and experience base and calling on other references and resources as necessary; and approaches analysis with an unbiased, impartial view
- Ability to use evidence-based or best practice strategies
- Ability to understand importance of and principles of identifying, developing, and delivering messages using a variety of communication strategies, methods, and techniques
- Ability to address social determinants of community health
- Ability to build organizational and local capacity through training and technical assistance
- Ability to maintain a positive outlook, motivate self and team to work constructively under pressure; respond resourcefully when challenges arise and accept responsibility for actions, learning and change, demonstrated excellent interpersonal skills and ability to direct and manage change, inspiring teamwork, and high performing teams, and demonstrated commitment to health equity and social justice.



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.