



**Public Health**  
Prevent. Promote. Protect.

# VICTORIA COUNTY

## PUBLIC HEALTH DEPARTMENT

2805 N. Navarro, Victoria TX 77901

**Position: Epidemiologist, MPH/MSN**

**2020**

**Full-time Position**

**Salary: \$24.05 - \$29.78**

**Non-Exempt**

### **SUMMARY**

Employee will develop and conduct epidemiologic investigations of individual cases and clusters of infectious disease and will collect and analyze epidemiologic data in Victoria County to detect trends, outbreaks, unusual occurrences, and other possible adverse public health events related to infectious disease. Employee will also consult with local health care providers regarding disease reporting and surveillance, reporting laws, and prevention and control measures for the Victoria County Public Health Department (VCPHD).

### **ESSENTIAL DUTIES AND RESPONSIBILITIES**

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

- Conducts epidemiologic case investigations and responds to disease outbreaks.
- Collects and analyzes epidemiologic data to detect trends, outbreaks, unusual occurrences, and other possible adverse public health events related to infectious disease.
- Develops and implements plans and strategies to improve timeliness and completeness of reporting, reduce reporting barriers, raise awareness of reporting laws and regulations, and improve the standardization of collected data elements necessary to assess, measure, and improve reporting and surveillance.
- Works to identify and promote awareness and understanding of current issues of concern and trends related to communicable disease.
- Builds and maintains collaborative relationships with a wide variety of epidemiology and surveillance partners including, but not limited to: infection control staff, physicians, laboratories, school nurses, regional communicable disease staff, and others involved in public or private healthcare.

- Other duties as assigned include, but are not limited to actively participating and/or serving in a supporting role to meet the agency's obligations for disaster response and/or recovery.
- *Maintains appropriate levels of confidentiality during all investigations as well as assure and monitor the confidential treatment and transfer of confidential data provided by the Department of State Health Services (DSHS) and confidential data provided to DSHS.*

#### **SUPERVISORY RESPONSIBILITIES**

- None.

#### **EDUCATION AND/OR EXPERIENCE**

- Masters of Public Health (MPH) in Epidemiology or Masters of Science in Nursing (MSN) with a focus in Community or Public Health Nursing.
- Preferably, one to two years working experience as an Epidemiologist.

#### **KNOWLEDGE**

- Knowledge of infectious disease epidemiology, signs, symptoms, and laboratory findings.
- Knowledge of infection control practices and measures.
- Knowledge of principles of epidemiology and related biostatistics.
- Knowledge of Texas public health laws, especially those that govern the control and reporting of notifiable conditions.
- Knowledge of current social, economic, and public health issues relevant to South Texas.

#### **SKILLS AND ABILITIES**

- Ability to conduct community assessments.
- Ability to utilize computers and pertinent software including word processing database, statistical, and graphic software.
- Ability to interpret laboratory findings, physical signs/symptoms, and information on medical charts.
- Ability to develop plans of action for resolving identified problems.
- Ability to collect and analyze statistical/epidemiological data and make recommendations.

- Ability to present statistical and technical data in a clear and concise format.
- Ability to communicate effectively both verbally and in writing.
- Ability to organize and prioritize workload and meet deadlines.
- Ability to establish and maintain effective working relationships.
- Ability to work effectively with DSHS personnel, local government officials, private practice physicians and staff, hospital staff, media, and the general public.
- Ability to exercise independent judgement in appraising situations.
- Ability to maintain strict confidentiality.

### **CERTIFICATES, LICENSES, REGISTRATIONS**

- Valid Texas Driver's License.

### **PHYSICAL DEMANDS**

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

- Sit at a desk, talk, and/or hear over 2/3 of the time.
- Stand, walk, reach with hands and arms, climb or balance, stoop, kneel, crouch, crawl, under 1/3 of the time.
- Up to 25 pounds lifting under 1/3 of the time.
- Over 25 pounds lifting none of the time.
- Close vision, at 20 inches or less, and distance vision, at 20 feet or more, is required, with or without correction.

### **WORK ENVIRONMENT**

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

- Exposure to moderate noise levels.

Apply to Administrative Services, Victoria County Courthouse. EEOE. No phone calls please. Applications are required. Employment Applications can be found online under the employment jobs link or <http://www.vctx.org/employment>.

Victoria County Administrative Services  
115 N. Bridge St., Room 127  
Victoria, TX 77901