

**PROFESSIONAL POSITION DESCRIPTION**

**Position Title:** Viral Hepatitis Epidemiologist -Prevention

**Division:** College of Science, Technology and Health

**Department:** Director, School of Nursing

**Location:** Maine Center for Disease Control and Prevention, Augusta

**Schedule:** Monday-Friday 8:00 a.m.-4:30 p.m., evenings & weekends as necessary

**Reports to:** Director of School of Nursing; Supervisor and Principal/Project Director

**STATEMENT OF THE JOB:** This is a professional position involving statewide viral hepatitis program management and leadership skills. Responsibilities include maintenance of technical expertise in the subject areas, designing, developing, evaluating, implementing, and managing programmatic interventions. Strong written and oral communication skills along with grant and budget management experience are necessary. Basic epidemiological and statistical knowledge is required. Work is performed under administrative direction.

**ESSENTIAL FUNCTIONS:**

* Develops viral hepatitis databases to track epidemiologic trends and conduct program evaluation for special projects (e.g. testing, vaccine, or other initiatives).
* Collaborates with the Maine CDC viral hepatitis epidemiologist and the Infectious Disease Epidemiology and Medical Epidemiology Programs to use data to inform programmatic interventions.
* Designs and evaluates programs to reduce or eliminate chronic or acute hepatitis in order to implement disease control recommendations.
* Analyzes data in order to establish cause and effect relationships between various factors and diseases.
* Provides leadership for Statewide Viral Hepatitis Task Force
* Provides leadership for Maine CDC, Division of Infectious Disease cross-program work group and viral hepatitis activities.
* Provides professional expertise, exchanges information with health care providers, local health officials, social service professionals, and other individuals about the epidemiology, prevention, diagnosis, care and treatment of chronic and acute hepatitis.
* Develops and/or facilitates public and provider information campaigns and trainings about viral hepatitis in order to increase awareness of viral hepatitis and decrease stigma.
* Facilitates development of statewide linkages to care and referral to address complex needs of persons with viral hepatitis.
* Develops health study proposals for viral hepatitis in order to obtain federal or private funding for Maine.
* Conducts policy review and monitoring as it relates to viral hepatitis.
* Prepares written reports for presentation/publication in order to provide epidemiological research and related evaluations of public health programs.
* Additional duties as reasonably assigned.

**SPECIAL ESSENTIAL FUNCTIONS/RESPONSIBILITIES\*:**

* Direct responsibility for safety and security of employees, students, minors, and/or visitors or property.
* Direct responsibility for care, safety, and security of minors (under 18), incapacitated persons, or persons with developmental disabilities who participate in University-sponsored programs.
* Ability to provide own transportation (fully-insured vehicle), provide proof of a valid driver’s license, and compliance with Maine law regarding vehicle insurance.
* Work on federally funded projects.

**SUPERVISORY RESPONSIBILITIES:** Office Associate

**BUDGET RESPONSIBILITIES:**

**PUBLIC AND PROFESSIONAL ACTIVITIES RELATED TO JOB PERFORMANCE:** See Essential Functions

**INTERNAL AND EXTERNAL CONTACTS:** Other Division of Infectious Disease Epidemiologists and HIV, STD and Immunization Program Mangers; See Essential Functions

**KNOWLEDGE, SKILLS, AND ABILITIES:**

* Knowledge of:
	+ Viral hepatitis
	+ Principles and practices of epidemiology
	+ Public health concerns
	+ Statistics
	+ New developments and techniques in disease control
	+ Health data collection
	+ Risk factors associated with chronic diseases
	+ Medical terminology
	+ Public health intervention development
	+ Health education theory
* Ability to:
	+ Manage a statewide program
	+ Determine types of data required
	+ Statistically analyze data
	+ Draw logical inferences from data analysis
	+ Work as a team leader and team member
	+ Communicate with health care and social service providers as well as public
	+ Design disease prevention programs
	+ Coordinate work of others
	+ Handle confidential information
	+ Supervise administrative staff
	+ Monitor Program budget
	+ Integrate and anticipate impact of public policy on programmatic function

**QUALIFICATIONS:**

**Required:**

* Bachelor's Degree in Public Health or related fields (biology, community health, etc.), 1 year grant management experience and 2 years of relevant experience in public health.

**License/Certifications:**

* Valid motor vehicle driver’s license

**Preferred:**

* Master's Degree in Public Health or related field, with coursework in relevant fields listed prior.

***\*NOTE****: All individuals who are recommended to fill and subsequently offered a position with* ***special essential responsibilities*** *as listed above, or other licensure or certification, shall have the following additional applicable background screening completed (in addition to regular and standard background screening) based on the responsibilities of the position: Credit history screening, and/or Sex offender registry screening, and/or Federal criminal history screening and/or License/certification verification.*

**Date Approved: 7/10/02**

**Date Revised: 9/2020**

**Job Family: 2**

**Salary Band: 03**

**Unit: UMPSA**

**CUPA code:**

**Employee: vacant**

**Position #: 00013107**