



POSITION DESCRIPTION

POSITION (TITLE):	Public Health Epidemiologist	DIVISION:	Office of the Medical Officer of Health
REPORTS TO:	Office of the Medical Officer of Health	UNION AFFILIATION:	Non-Union
REVIEWED: Direct Supervisor	Office of the Medical Officer of Health	DATE:	January 2015
APPROVED: MOH/CEO, Director	Medical Officer of Health	DATE:	January 2015
ORIGINAL VERSION DATE:	November 23, 1998	REVISION DATES:	March 2009; August 2003; July 2000; January 2006; May 2014; January 2015

POSITION SUMMARY:

As a member of the Foundational Standards Team, the Public Health Epidemiologist, in the Office of the Medical Officer of Health, monitors the health status of the population of the Thunder Bay District, conducts epidemiological studies for the Health Unit and assists with the planning and evaluation of Health Unit Programs.

DUTIES AND RESPONSIBILITIES:

Program:

- Assesses health status of the population of the Thunder Bay District Health including incidence and prevalence of diseases, health behaviours, preventive health practices, health care utilization relevant to public health and demographic indicators.
- Assesses trends and changes in local population health.
- Participates in the provision of population health information including determinants of health and health inequities to the public, community partners and health care providers.
- Conducts strategic and priority surveillance, including the ongoing collection, collation, analysis and reporting of population health indicators.
- Coordinates and/or conducts approved projects relevant to applied Public Health research, including epidemiological methods, designing surveys, data collection, data management and analysis, writing research reports, and writing grant proposals to secure external funding for applied research projects.
- Assists in non-infectious disease investigation (e.g., cancer clusters) and conducts epidemiological investigation of infectious disease outbreaks as directed.

- Assumes primary responsibility for maintaining epidemiology-related databases and computer programs.
- Provides advice and expertise to program staff in routine monitoring of program activities and outcomes to assess and improve the implementation and effectiveness of program services, including collection, analysis and periodic reporting of indicators related to inputs, resources, implementation processes, reach, outputs and outcomes.
- Provides expert epidemiological advice, and technical consultation to local agencies and partners as requested.
- Represents the Health Unit on strategically selected external committee/boards as approved by the Office of the Medical Officer of Health.
- Develops and maintains a network of contacts locally, provincially, and nationally to exchange resources, best practices and strategies.
- Maintains contact with the appropriate Public Health Ontario consultants.
- Maintains professional competence through participation in professional development programs, conferences, and by self-directed study.

Administrative:

- Provides appropriate professional oversight and direction to policy approved trainees (i.e.: students and volunteers).
- Monitors budgets and completes reports as required.
- Assists the Office or the Medical Officer of Health in developing the Annual Budget for the epidemiology programs and service.
- Prepares and submits reports as required by the MOH/AMOH.
- Participates on relevant Health Unit Project Teams when requested/required.

QUALIFICATIONS / REQUIREMENTS:

- Master's Degree in Epidemiology or related discipline.
- Three to five years' experience in a health related field, preferably in Public Health.
- Good organizational and planning skills.
- Knowledge of current public health issues and Ontario Public Health Standards.
- Possess project management knowledge.
- Able to work independently within established parameters and to function effectively as a member of an interdisciplinary team.
- Knowledge and experience of computer systems related to epidemiology and statistics.
- Experience with the design and analysis of surveys an asset.
- Strong written and oral communication skills.
- Access to vehicle.
- Willingness to occasionally work irregular hours.
- Willingness to occasionally travel out of town on overnight trips.

OCCUPATIONAL HEALTH AND SAFETY:

- Follows all policies and procedures to ensure personal safety and safety of others.
- Reports any equipment or safety problems to supervisor.