Civil Service Title: Public Health Epidemiologist
Office Title: Public Health Epidemiologist, II
Bureau: (DIS.4) Bureau of STD Prevention and Control
Location: Manhattan
JVN #: 816-10-133641
Salary Range: $53,003 to $74,814 (Full-time)
Number of Positions: 1

Job Summary:
The mission of Bureau of Sexually Transmitted Disease Control is to promote sexual health and reduce impact of sexually transmitted infections in NYC. To achieve these goals, we provide: direct clinical services; monitor disease trends; partner with community groups, private providers and other agencies; perform outreach; provide education; conduct research and develop polices to improve sexual health and wellness.

As a Public Health Epidemiologist, you will perform the following duties:

-- You will visit Community Health Centers and Community Based Organizations (CBOs) providing STD testing, review medical records in order to evaluate the testing and treatment programs.

-- Responsible for reviewing, coordinating and scheduling clinical, epidemiology, and other staff trainings; creating a tracking system; and monitoring data related to training sessions.

-- Supervise the work of Public Health Epi staff as needed.

-- Review and assess the development needs of STD staff and identify available trainings in the agency or private industry and send staff for the training.

-- Create a system to monitor and provide visit reports on mini grants and contracts from the Bureau to CBOs in NYC, and assist in the writing and submission of grant applications and provide special reports as needed.

-- Provide other duties as assigned by the Program Management Officer and Assistant Commissioner.

PREFERRED SKILLS: Proficient in Microsoft word and excel. Experience with MS Access and Statistical Analysis Software (SAS);
Master's degree (MPH, MS) preferred; strong oral and written communication skills; proven ability to work well collaboratively; ability to handle multiple and diverse assignments; excellent interpersonal skills.

Experience Required:
1. A Master's degree in public health or epidemiology from an accredited college or university; or

2. A Baccalaureate degree from an accredited college or university, including or supplemented by eight credits in the physical or biological sciences; or a baccalaureate degree from an accredited college or university, and successful completion of PRINCIPLES OF EPIDEMIOLOGY (#3030-G), a course for health professionals, given by the Centers for Disease Control, U.S. Public Health Service; plus one year of full-time paid experience as a health professional in a position which requires the reading and interpretation of hospital medical charts and complex medical information, in order to ascertain the medical condition of patients.

NOTE: NEW YORK CITY RESIDENCY IS REQUIRED WITHIN 90 DAYS OF APPOINTMENT.

Position# 092159
Grant Funded

Post Date: 01/04/2010
Post Until Filled

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