FLSA Status: Exempt, Learned Professional
Salary Range: $45,000-$55,000
Prepared: 08/2019

Community Health & Data Specialist

Organizational Overview:

HCSF is a private, not-for-profit corporation created under Chapter 408.033, Florida Statutes, with the mission of providing coordinated health planning designed to enhance the provision of accessible, affordable and high quality health care services to all persons residing in the service district, defined in the enacting legislation as Miami-Dade and Monroe Counties. HCSF is one of eleven local health planning councils under contract with the Florida Department of Health to perform various health care service responsibilities as designated in the statute. Florida Law establishes local health councils as a network of non-profit agencies that conduct regional health planning and implementation activities. HCSF has a long history and a broad range of experience in health services planning, research and community involvement.

Local health councils work with the various communities on efforts designed to improve access to health care, reduce disparities in health status, assist state and local governments in the development of sound and rational health care policies and advocate on behalf of the underserved.

Summary of Work:

The Community Health and Data Specialist engages in community health planning; community and population-based research; data collection and analysis; program evaluation; report writing; resource development; grant writing; and co-managing of projects. This position will promote individual and population health by leading community health planning initiatives. Responsibilities will include but are not limited to developing and implementing community health assessment and planning cycles in collaboration with community stakeholders, elected officials, and community partners.

This position will function under the direction and guidance of the President & CEO.

Core Duties & Responsibilities:

- Participate in selected local and regional initiatives focused on community health and system improvements
- Assist with demographic and health status data collection, data entry and verification of data sets, analysis and creates visual presentations of findings

- Prepare and present reports based on community health needs assessment surveys or specialized research studies
- Analyze and interpret epidemiologic and surveillance data to reduce problems related to chronic disease behavioral risks factors
- Develop and evaluate surveillance and data collection activities.
- Generate hypotheses on the effects of life quality and public health, and on the association between behavioral risk behaviors and chronic disease
- Utilize data analysis results to assist with production of scientific papers for publications or for presentations in conferences.
- Serve as the representative of the organization to the Miami-Dade County HIV/AIDS Planning Partnership
- Lead program initiatives and projects such as the Clinical Quality Management (CQM) Program for Ryan White HIV/AIDS Program
- Attend and participate in meetings as a community liaison
- Conduct data mining and literature reviews for ongoing projects
- Work on multiple projects while meeting all contractual and reporting deadlines
- Assist with preparation of project deliverables and budget reporting
- Assist in other duties as assigned

Educational Experience:

- Master's degree required with major course work in public health, public health administration, public administration, business administration, epidemiology, biostatistics, health or mental health sciences or a closely related field. Requires experience in planning, research or evaluation or an equivalent combination of training and experience.

Knowledge, Skills, and Abilities:

- Knowledge of community health assessment, planning and evaluation in assigned program areas with expertise in program planning techniques
- Knowledge of HIV/AIDS prevention, including federal and local programs such as the Ryan White HIV/AIDS Program.
- Able to gather, analyze, organize, interpret, translate and report data related to health program planning
- Ability to apply problem solving skills and make data-driven recommendations for action
- Experience in project management and coordination
- Ability to work cooperatively with local, State and Federal agencies
- Ability to establish and maintain effective working relationships with the general public, co-workers, elected and appointed officials and members of diverse cultural and linguistic backgrounds regardless of race, religion, age, sex, disability, political affiliation or sexual orientation
- Able to work independently and collaboratively
- Skilled in Microsoft Office: Word, Excel, PowerPoint, Outlook
- Knowledge of a statistical software: SPSS, STATA, or R preferred
- Excellent English writing and speaking skills; bi-lingual is a plus
- Excellent public speaking and presentation skills

Physical/Mental Abilities and Processes:

- Sustained concentration and attention to detail
- Interpreting and applying federal guidelines to daily operations
- Determining and prioritizing own work load
- Significant problem solving and analytical skills
- Ability and desire to complete job tasks on a timely basis
- Flexible and energetic, able to work well under pressure and deadlines

Other Requirements:

- Must complete a satisfactory local and level II background screening
- Possess a valid State of Florida Driver's License
- Means of transportation for occasional local travel in both Miami-Dade and Monroe Counties as well as other travel as needed
- Physical demands are minimal for this position, and include sitting, standing, walking reaching, light-lifting (less than 25 lbs.) and any other office situation. Reasonable accommodations may be made to enable individuals with disabilities to perform essential functions
- May require extended working hours and flexibility with scheduling, as necessary