



FLSA Status: Exempt, Learned Professional

Salary Range: \$40,000-\$60,000

Prepared: 05/2021

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 and population-based research; data collection and analysis; program evaluation; report writing. He/she plans, analyzes and evaluates current or proposed health programs within an assigned area for the purposes of program development. The Community Research and Data Specialist will function under the direction and guidance of a HCSF Manager.

Core Duties & Responsibilities:

- 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.
- Create data reference guides, tools, one-pagers, keys, etc. – to assist internal and external administrators understand and easily interpret tables, graphs, charts or reports.
- Participate in selected local and regional initiatives focused on community health and system improvements
- Support data and analysis capacity building among internal program staff and external partners.
- Contribute to the development and dissemination of organizational materials, including grant applications, presentations, progress reports, and fact sheets.
- Attend and participate in meetings as community liaison in both Miami-Dade and Monroe Counties
- Conduct internet searches and literature reviews
- 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 with major course work in public health, epidemiology, statistics, research and health sciences or a closely related field
- 1-2 years of relevant work experience analyzing health care plans, population health and risk assessment

Knowledge, Skills, and Abilities:

- Knowledge of community health assessment, planning and evaluation in assigned program areas with expertise in program planning techniques
- Able to gather, analyze, organize, interpret, translate and report data related to health program planning
- Work cooperatively with local, State and Federal agencies and community groups
- Excellent English writing and speaking skills; bi-lingual is a plus
- Excellent public speaking and presentation skills
- Experience in project coordination and project management
- Experience in working with diverse groups
- Able to work independently and collaboratively

- Means of transportation for occasional local travel in both Miami-Dade and Monroe Counties
- Skilled in Microsoft Office: Word, Excel, PowerPoint, Outlook
- Knowledge of SPSS, SAS statistical software is a must

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:

- Valid State of Florida Driver's License and able to travel as needed
- Physical demands are minimal for this position, and includes 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 hours and flexibility with scheduling, as necessary