

## HEALTH SURVEILLANCE COORDINATOR

Join our team! South Heartland District Health Department is seeking a Health Surveillance Coordinator for the four-county health district (Adams, Clay, Nuckolls, Webster).

The Health Surveillance Coordinator (HSC) conducts surveillance of acute and chronic health conditions in the four-county health district, per Nebraska state law; participates in epidemiological data gathering and analysis and the resulting recommendations for disease control; reviews written and electronic disease reports and electronic laboratory reports to identify reportable conditions; investigates diseases, poisonings and organisms that are reportable in the State of Nebraska and assigned in the National Electronic Disease Surveillance System (NEDSS); and coordinates management activities for epidemiological and surveillance data, including database management.

**Knowledge/Skills:** Knowledge of current public health issues; educational techniques and procedures; infectious disease case confirmation criteria; principles and practices of epidemiology, medical and laboratory terminology, current public health programs, and rules and regulations; epidemiology practices utilized during periods of outbreaks; techniques used to evaluate the effectiveness of information reporting systems; quality assurance measures and techniques. Ability to monitor surveillance information and recognize health problems within the community and hazards to the community; inform and educate the general public concerning infectious disease; understand, organize, manipulate, and maintain complex and confidential data; evaluate and understand laboratory reports and medical records; develop and create presentations of statistical and technical data clearly and concisely; effectively communicate with local health department staff, medical professionals, and clinical laboratory staff; identify ineffective surveillance areas, and recommend and implement improvements; maintain effective working relationships with managers, co-workers, and public and professional groups. Skill in making and understanding mathematical and statistical calculations; preparing written reports and creating effective technical documentation; using Word, Access, Excel, PowerPoint, Outlook. Bilingual Spanish/English language skills and familiarity with Tableau, Qualtrics and REDCap would be helpful.

**Requirements:** Graduate from an accredited four year-college or university with major coursework in biology, microbiology, public health, nursing or related field preferred; one year of experience in epidemiology/surveillance, public health data management or related field preferred. Experience and education may substitute for one another. Skilled in making and understanding mathematical and statistical calculations, preparing written reports. Skilled in using Word, Access, Excel, PowerPoint and Outlook. Must be able to establish and maintain positive working relationships with clients, healthcare providers, community agencies, the general public and other professional personnel. Must be able to adjust schedule to accommodate after hour's needs. Must have working knowledge of Microsoft Office and be able to adapt to new software as they are added. Public speaking skills necessary and knowledge of microbiology helpful. Must have reliable transportation, current driver's license, and current automobile insurance.

**Hours:** 40 hours per week. Work activities will require some travel and periodic evenings and weekends.

**Complete Job Description available at:** [www.southheartlandhealth.ne.gov](http://www.southheartlandhealth.ne.gov)

**To apply:** Resumé and application required. EOE/AA. Application form may be accessed via website: [www.southheartlandhealth.ne.gov](http://www.southheartlandhealth.ne.gov) or requested by e-mail: [michele.bever@shdhd.ne.gov](mailto:michele.bever@shdhd.ne.gov). Submit cover letter, resumé and application by e-mail. Applications will be processed as they are received. First application deadline is January 12, 2023.

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