



# Macon County Health Department

## Job Opening

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Job Title: Data Manager or Epidemiologist

Division: Clinical Nursing Services

Minimum Qualifications: Bachelors Degree in a data management, epidemiology, chemical, physical, or biological science or medication technology from an accredited institution with a minimum of two (2) years of epidemiological or related training or experience **or** Must have certification of graduation from a school of nursing approved by the Department of Professional Regulation; a current Illinois license as a Registered Nurse by examination; and one (1) full year nursing experience. Must be able to establish and maintain positive working relationships with clients, healthcare providers, community agencies, the general public, and other professional personnel. Must have the ability to work with diverse community groups. Registered Nurse must submit proof of 20 Continuing Education Units (CEUs) every license period; copy of license; and copy of CPR/AED card.

Requires an individual be physically able to meet the demands of the job including bending, squatting, lifting up to 25 pounds, and assisting with holding during immunizations. Must be physically able to get in and out of car many times per day in all types of weather and be able to adapt in a positive manner to various client living conditions. Must have a dependable vehicle for use during work hours, valid Illinois Driver's License, and appropriate auto insurance. Must have the ability to work with diverse community groups.

Summary of Job Duties: Manages digital infrastructure for surveillance and contact investigation. Abstracts data from surveillance system for import into appropriate contact investigation platform and vice-versa, when automated data synchronization is not available. Assesses and improves data quality and interoperability of data systems. Support the development and medication of data system to appropriately capture, integrate and report multiple data streams necessary to monitor response progress and outcomes. Analyzes data on cases and contact outcomes in order to identify outbreaks and priority populations. Monitors and evaluates the response in order to shift program efforts appropriately. Assists in clinics in the CNS Division as scheduled in immunization, STI, TB, and Foreign Travel according to protocols. Conducts interviews of clients with confirmed or probable COVID-19, with a focus on motivational interviewing and cultural competency. Communicates with contacts to notify them of exposure, provides disease and transmission information, gathers data on demographics, living arrangements, and daily activities. Asks about signs/symptoms and underlying medical conditions. Provides referrals for testing (if appropriate). Interviews should be guided by standard protocols and include: providing disease-specific information; assessing signs and symptoms, and underlying health conditions; discussing symptom onset to determine window period for contact elicitation and exposure risk for close contacts; discussing work, social, recreational, and community activities to identify who may have been exposed; eliciting information on close contacts, including names, exposure dates, and locating information; and assessing support needs to maintain health and compliance during self-isolation. Provides recommendations for self-isolation and review of daily

monitoring procedures. Conducts daily monitoring during self-isolation – temperature, signs/symptoms, use of fever-reducing medications – via electronic tool (e.g., smartphone app, case management software) or other designated mechanism until patient is no longer infectious. Attends workshops, conferences, webinars, and state updates as directed by the Director of CNS. Performs other duties as requested by the Supervisor(s).

How to Apply:

Applications can be picked up at the Macon County Health Department Front Desk at 1221 E. Condit, Decatur, Illinois, or you can go to our website, [www.maconchd.org](http://www.maconchd.org) to print a copy of the application. Completed applications should be submitted to Macon County Health Department Attention: HR at 1221 E. Condit, Decatur, Illinois, 62521 or emailed to [hr@maconchd.org](mailto:hr@maconchd.org)

***The Macon County Health Department is an Equal Opportunity Employer and Drug Free Workplace.***