



## CITY OF MELROSE

### HEALTH AND HUMAN SERVICES DEPARTMENT

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**Board of Health**

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Please submit a letter of interest and resume to Matt Travers at [mtravers@cityofmelrose.org](mailto:mtravers@cityofmelrose.org) by November 5th, 2024.

**The City of Melrose is an equal opportunity employer. Diverse candidates are encouraged to apply. No residency requirement.**

In the City of Melrose, we strongly value diversity and believe that all members of our community should have equal access to excellent public services and resources, regardless of their race, gender/gender identity, religion, ethnicity, physical abilities, age, sexual orientation, veteran status, or personal experiences. We recognize that diversity brings a wealth of perspectives, enabling us to better engage with our citizens and develop innovative solutions and services for our community. We wholeheartedly welcome and support all qualified candidates to apply for positions within the City of Melrose.

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**Title:** Regional Epidemiologist

**Department:** Health & Human Services

**Supervisor:** Shared Services Coordinator

**Status:** Full-time (35 hours), benefit eligible

**Salary:** Non-union, starting salary at \$70,000 per year, commensurate with experience

**Summary:** The City of Melrose HHS department, in collaboration with Mystic Valley Shared Public Health Coalition, is looking to hire a Regional Epidemiologist to support the cities of Malden, Medford, Melrose, and the towns of Stoneham, Wakefield, and Winchester. They will support data and communicable disease case investigation needs across the shared services arrangement to strengthen essential local public health services and promote healthier communities throughout the region. This position is grant-funded through the Public Health Excellence grant and is contingent upon funding and operational needs.

**Responsibilities:**

- Support local public health with communicable disease tracking, case management, and case investigation.
- Assist in regional efforts of collecting and surveying health data.
- Adhere to local, state, and federal confidentiality and reporting requirements.
- Work with various types of data to identify high-risk populations, areas of growing public health need, and help inform prevention and intervention activities.

- Identify needs, opportunities, and sources of data for further investigation in areas related to population-level health including health equity, population groups that are typically difficult to assess, small-area estimation, and the role of the social determinants on health.
- Analyze and communicate data clearly and effectively through visual and written reports.
- Participate in and support program planning, implementation, and evaluation ensuring that principles of health equity are incorporated.
- Support public health preparedness and response activities.
- Contribute to creating a collaborative work culture that appreciates diverse perspectives and approaches matters with flexibility and cultural relevance.
- Perform other duties as assigned.

### **Qualifications**

- Master's degree in public health, epidemiology, data sciences, or relevant field strongly preferred or a combination of education and work experience.
- Familiarity with state or local government and public health regulations.
- Familiarity with public health datasets, trends, and patterns.
- Knowledge of statistical theory and technique of epidemiological, demographic, biostatistical, and community health research.
- Ability to conduct thorough case investigations and maintain accurate records.
- Knowledge of data visualization and data analysis programs a plus.
- Ability to communicate effectively, both verbally and in writing, with various stakeholders and people of diverse backgrounds and cultures.
- Experience with electronic recordkeeping using electronic medical records systems, such as the Massachusetts Virtual Epidemiologic Network (MAVEN), the Commonwealth's statewide infectious disease surveillance system preferred.
- Bi-lingual a plus, Portuguese or Spanish preferred.
- Valid MA driver's license.
- Commitment to the role of public health in promoting racial justice and health equity.
- Demonstrated ability to work effectively with diverse stakeholders and ensure a culturally relevant and sensitive approach.
- Adaptability and appreciation for diverse viewpoints.

### **Required After Hire**

- MAVEN training within 2 months of hire.
- Foundations for Local Public Health Practice course within 1 year of hire.

### **Physical Demands:**

While performing this job, the employee must be able to drive a vehicle, climb stairs, and possibly enter confined spaces, and is required to sit, stand, walk, reach, climb, stoop, crouch, and twist. Off-site locations may include meeting spaces, schools, clinicians' offices, hospitals, and homes of patients/clients. The employee is required to hear, feel, and talk. The employee is required to lift objects up to 15 pounds and carry these objects short distances. The employee must have close, distance, and peripheral vision, depth perception, and the ability to adjust focus.