Title: Public Health Evaluation Specialist  
Department: Healthy Families and Community (HFC)  
Reports to: Director of Healthy Families and Communities  
FLSA Status: Exempt

Purpose:
The Evaluator will play a central role on the HFC team informing the Department’s efforts, primarily the SPIFFY Coalition, to prevent underage substance use and more broadly to achieve health equity in Hampshire County. This position will be responsible for designing and overseeing programmatic impact evaluation including qualitative and quantitative data collection, data analysis and presentation, and assessing strategies aimed at reducing disparities. This position will work with SPIFFY Coalition staff to build consistent evaluation structures and capacity, and develop actionable findings and reports that address stakeholder needs.

Essential Functions:

- Strengthen the Health Information Exchange (HIE), a regional database housed in the Northampton Health Department, incorporating HIPAA compliant data that supports assessment and evaluation of strategies addressing substance use and abuse.

- Integrate youth data into the HIE, including identifying data sources, obtaining data sharing agreements, and developing the process through which the data will be uploaded to the HIE. Build out additional data collection tools needed by municipal prevention teams to help them assess and track progress towards goals.

- Oversee administration of the Prevention Needs Assessment Survey (PNAS) to 8th, 10th and 12th graders in all school districts in Hampshire County, including survey development and data analysis.

- Utilize participatory evaluation approaches that provide program participants with tools for assessing the planning, implementation, and self-evaluation of their programs.

- In collaboration with HFC staff and partners, collect community-level data, review performance data for department initiatives, and assess progress made on goals and objectives, including the intended impact on behavioral health disparities.

- Plan and manage all aspects of program evaluations, including methods design, data collection, data analysis, and reporting, developing qualitative and quantitative methods and instruments.

- Summarize findings in written reports and presentations, including creativity in data messaging, graphs and infographics.
- Support department staff with development and monitoring of measurable goals and objectives, design and implementation of community assessments, collection and analysis of data, and preparation of written reports.

- Ensure that the principles of participatory research, health equity, anti-racism and community-driven decision-making are integrated into every aspect of program assessment, development, implementation and evaluation.

**Required Qualifications**

- Bachelor’s Degree in public health, epidemiology, biostatistics, environmental health, evaluation or 5 years equivalent experience
- Familiarity with non-traditional data sources that can be leveraged to better measure social determinants of health (SDOH) metrics
- Qualitative and quantitative research skills, including design, implementation, and data analysis
- Experience with participatory evaluation methods
- Outstanding communication skills, including the ability to listen deeply and respond respectfully across differences in power, privilege, culture, and language
- Demonstrated knowledge on the topics of systems of oppression; public policy advocacy; civic engagement; public health frameworks related to health equity and the social determinants of health.

**Preferred Qualifications**

- Master’s Degree
- English/Spanish bilingual
- Experience working with diverse populations in terms of race, ethnicity, and socio-economic status
- Understanding of research and evaluation methods that assess policy, systems and environmental changes
- Experience developing and administering youth health surveys in K-12 schools

**Physical Demands**

- Must be able to enter, exit, and move through and between locations throughout the day.
- Position requires the ability to operate a computer keyboard and other office equipment.
- Some physical effort required to travel to meetings, training programs and community outreach work. Occasionally may be required to move about the community for extended periods of time at events and or community meetings.

**Work Conditions**

- Ability to work at home and in the field (following COVID-19 safety precautions).
- Employees expected to follow CES Workplace Safety Standards and required COVID-19 prevention and mitigation protocols. Expectations require wearing a mask, using gloves when cleaning, attention to social distancing guidelines, and complying with hygiene standards.
• Requires working a flexible schedule that may include in-state travel, evening and weekend meetings and following current COVID prevention practices.

Terms of Employment
• Full time (35 hrs/week), year-round position, flexible daytime hours with some evening work.
• Position is eligible for employer subsidized health, dental, life and LTD insurances, as well as other benefits described in the CES employee handbook

CES is an equal opportunity employer and is particularly interested in candidates from a diverse range of cultural, ethnic, and racial backgrounds. We are especially interested in candidates whose backgrounds are well-suited to understanding and addressing the needs of the diverse populations we serve.