

Title: Public Health Data and Evaluation Specialist

Department: Healthy Families and Community (HFC)

Reports to: Director

FLMA 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 qualitative and quantitative data collection, data analysis and presentation of data to community stakeholders. This position will work with staff and municipal partners to build consistent assessment structures, and document actionable findings that address stakeholder needs.

Essential Functions:

- Incorporate HIPAA compliant data that supports assessment of strategies addressing substance use and abuse into regional databases.
- Identify data sources, obtain data sharing agreements, and develop processes through which data can be shared, including on regional databases. Build out data collection tools that will assess and track progress towards goals.
- Oversee administration of school-based youth surveys, 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.
- 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

- Master's Degree in public health, environmental health, or evaluation and 5 years relevant experience or BA and 10 years 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
- Knowledge of secondary data sources relevant to public health
- 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

- English/Spanish bilingual
- Experience working with diverse populations in terms of race, ethnicity, and socio-economic status
- Experience with participatory evaluation methods

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.