

Employment Opportunity



Population Health Specialist

Job Code: 7254

Posted from: December 23, 2019
Applications accepted until position is filled

Position Information

Department: Community Health Resources, Population Health Team

Schedule: Full-time; Monday-Friday, 37.5 hours per week, 8:00 a.m. – 4:30 p.m.

Grade: 113

Salary Range: \$34,000 - \$38,500 annually

Responsibilities include:

- Providing support for the development of plans used to address needs identified through the community health assessment and strategic planning process
- Collecting and compiling various sets of population health data, analyzing data and making relevant interpretations
- Preparing charts, graphs, and reports using multiple data sources and identifying trends, patterns and target populations
- Assisting with the planning and preparation involved in carrying out community health assessments and developing outcome measurements
- Collaborating with program staff to prepare information and reports for external distribution to advisory boards and coalitions
- Providing assistance with data collection and evaluation for multiple grant-funded community initiatives
- Supporting the grant application process as necessary
- Representing the agency to various groups, community and professional organizations
- Assisting in data collection for accreditation activities
- Performing other duties as assigned

Requirements include:

Completion of a Bachelor's degree in Public Health, Health Information, or a related field and two years of related experience; or an equivalent combination of training and experience.

The preferred candidate will have an understanding of where to locate public health data sources, demonstrated strong computer knowledge and skills; demonstrated skill in working with Word, Excel and Internet, good verbal and written communication skills, demonstrated project management skills, proficiency using statistical software (R, STATA, etc.), and the ability to adapt to changing priorities and activities

Interested applicants should submit a resume and completed application to:

Mailing Address: DuPage County Health Department, Attn: Human Resources
111 N. County Farm Road, Wheaton, Illinois 60187

(Applications may be found at www.dupagehealth.org or at the address noted above)

E-mail address: hr@dupagehealth.org

Fax: (630) 510-5481

Human Resources: Natalie Whitten

Phone: (630) 221-7555

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