



Recruitment for On-Call Research/Evaluation Analyst
Advanced Practice Center, Emergency Preparedness & Response
Multnomah County Health Department, Portland, Ore.

Description of APC Program

The Advanced Practice Center (APC) located at Multnomah County Health Department (MCHD) in Portland, Ore. is one of eight sites from around the country that strives to create innovative and customizable public health preparedness and response tools for local health departments. Resources developed represent promising practices within the discipline of public health preparedness, and serve to increase capacity and capability of response efforts at the local level. The end goal? Improved response systems and community resiliency/recovery from disasters.

Job Summary

The APC program has a need for a **part time, on-call (.4 FTE/16 hrs/wk), Research/Evaluation Analyst** to assist with the implementation and analysis of an evaluation process for four public health emergency preparedness and response tools. Resources include a training curriculum to help prepare public health practitioners for leadership positions during a response to a public health incident, communication tools for persons with low/limited English proficiency and a policy/procedure guide to assist preparedness practitioners in carrying out emergency operations. A list of primary job duties include:

- Research appropriate methods for toolkit evaluation based on market research
- Design and test qualitative/quantitative evaluation instruments such as surveys and key informant interview protocol
- Assist with the development of an evaluation/analysis timeline and related processes
- Support the development of outcome measures and key indicators of performance
- Conduct phone interviews with individuals or groups
- Apply formative evaluation principles
- Develop summary of findings, reports and recommendations
- Conduct follow up and outreach via e-mail and phone
- Other duties, as assigned

Knowledge/Skills/Abilities Required:

- Completion or working toward completion of Master of Public Health degree
- Working knowledge of the methods and techniques of program research, design, planning, development, implementation, monitoring and evaluation;
- Knowledge of interview and survey data collection techniques, protection of confidentiality, qualitative analysis, summary statistics and measurement issues
- Knowledge of research report preparation including English usage, spelling, grammar, punctuation, citation, table and graphic presentation, and text formatting and development
- Effective skills in small group dynamics and effective consensus building;

- Ability to work effectively with people of diverse ethnic and socio/economic backgrounds;
- Ability to communicate clearly and concisely, both orally and in writing; and to express ideas and thoughts effectively and persuasively in public;
- Ability to prepare and present information clearly and concisely, both orally and in writing

Public Health Competencies Addressed:

- Analytic/Assessment Skills
 - Uses methods and instruments for collecting valid and reliable quantitative and qualitative data
 - Identifies sources of public health data and information
 - Recognizes the integrity and comparability of data
 - Identifies gaps in data sources
 - Adheres to ethical principles in the collection, maintenance, use, and dissemination of data and information
 - Uses information technology to collect, store, and retrieve data
- Policy Development/Program Planning Skills
 - Participates in program planning processes
 - Identifies mechanisms to monitor and evaluate programs for their effectiveness and quality
 - Applies strategies for continuous quality improvement
- Communication Skills
 - Communicates in writing and orally, in person, and through electronic means, with linguistic and cultural proficiency
 - Applies communication and group dynamic strategies in interactions with individuals and groups
- Cultural Competency Skills
 - Incorporates strategies for interacting with persons from diverse backgrounds
 - Responds to diverse needs that are the result of cultural differences
- Community Dimensions of Practice Skills
 - Identifies stakeholders
 - Maintains partnerships with key stakeholders
 - Uses group processes to advance community involvement
 - Gathers input from the community to inform the development of public health policy and programs
- Basic Public Health Sciences Skills
 - Retrieves scientific evidence from a variety of text and electronic sources
 - Discusses the limitations of research findings

Timeline

This is an ongoing opportunity beginning November 1 and extending throughout the duration of project year (September 30th, 2012). This position is budgeted at 16 hours/week (.4 FTE).

Compensation

This position is a nonrepresented/nonbenefited position paid at \$19.20/hour, or equivalent to step one of the Research/Evaluation Analyst 1 classification at Multnomah County. Pay periods occur on the 15th and last day of each month.

Selection Process

If you are interested in this opportunity, please contact Aron Stephens, MPH by **October 15th, 2011 at 5pm at aron.stephens@multco.us**. Please submit a resume along with a writing sample and/or sample of an evaluation instrument that you feel best qualifies you for this position.