



Position: Epidemiologist
Program: Community Health Programs
Department: Health Services
Reports to: Director of the Sexual Health and Education Program
Salary: \$62,000.00 Annually
Status: 100%, Full-Time, Exempt, Regular
Probation: 180 days
Benefits: Medical, Vision, Dental, and Life Insurance; also including Long Term Disability, an Employee Assistance Program, and a 403B retirement plan

JOB SUMMARY: Under the general direction of the Director of the Sexual Health and Education Program and the Senior Program Manager of Research, the Epidemiologist is responsible for managing all aspect of epidemiological research, collaborating with internal and external stakeholders, and identifying and applying to grants that further the mission of the Los Angeles LGBT Center (Center) clinics or associated venues.

ESSENTIAL FUNCTIONS:

- 1) Work with the epidemiology staff members to clean data for County, State, and Federal reports each month;
- 2) Responsible for recruiting, selecting, developing, mentoring and coaching staff and inspiring and motivating individual and team performance;
- 3) Fulfill data requests for both internal and external collaborators;
- 4) Complete Monthly and Quarterly reports for the County of Los Angeles and the City of West Hollywood;
- 5) Manage logs and alerts for the Gonococcal Isolation Surveillance Project;
- 6) Work with the Health Information Systems Team to both design queries and provide consultation on query design;
- 7) Act as a liaison to Phreesia on troubleshooting and streamlining the patient portal experience for both patients and providers;
- 8) Provide epidemiological consultation to members of the SHEP Operations Team;
- 9) Communicate effectively with outside collaborators and agencies as needed;
- 10) Collaborate with external collaborators on drafting of program-related grants and reporting for these grants;
- 11) Provide items as needed for audits conducted by the City of West Hollywood, County of Los Angeles, and Centers for Disease Control and Prevention;
- 12) Collaborate with Senior Manager of Research and other professionals to write grant proposals for Clinical Research Program;
- 13) Obtain at least \$50,000 per fiscal year in grants;
- 14) Conduct literature searches on topics pertaining to current research interests;
- 15) Develop, establish and maintain database of critical clinical client information to assist in research planning and publications;
- 16) Assure careful compliance with Institutional Review Board (IRB) standards and policies in all study activities;
- 17) Provide consultation to research team and other professionals regarding study design, methods, and analysis;
- 18) Assist in the development and assessment of data collection instruments, including online surveys;
- 19) Analyze patient data using epidemiological/statistical methods to detect trends and patterns in morbidity/mortality in the client population and prepare narrative reports using these analyses;
- 20) Assist in the analysis and reporting of research program productivity and trends;
- 21) Write abstracts and manuscripts suitable for presentation at conferences and publication in peer-reviewed journals;
- 22) Maintain at all times the strict confidentiality of study-related records;
- 23) Interface effectively with other Center departments and programs (such as Health Information Systems staff, grants and contracts, etc.);
- 24) Participate in staff meetings, planning meetings and other meetings as needed;
- 25) Other duties as assigned;

Page 1 of 2 – See page 2 for Job Qualifications and Experience

E-mail cover letter and resume as an attachment to jobs@lalgbtcenter.org website: www.lalgbtcenter.org

Or submit cover letter with application/resume to:

Los Angeles LGBT Center, Human Resources Dept., 1625 N. Schrader Blvd., Los Angeles, CA 90028

The Los Angeles LGBT Center is an Equal Opportunity Employer and is committed to fostering diversity within its staff. Applications are encouraged from all persons regardless of their race, color, ancestry, religious creed, national origin, sex, sexual orientation, gender identity, gender expression, medical/physical/mental condition, pregnancy/childbirth and related medical condition, age, marital status, or veteran status.



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JOB QUALIFICATIONS AND EXPERIENCE:

- 1) Knowledge of or experience working with the LGBTQ community and familiarity with issues of particular relevance to LGBTQ people;
- 2) A passion for the Center's work and its mission to make the world a better place for LGBTQ people;
- 3) M.S., M.P.H., or Ph.D. in Public Health, Epidemiology, Biostatistics or related field preferred;
- 4) Minimum 6-7 years of experience in research design, implementation, and data analysis;
- 5) Minimum 6-7 years of experience in database programming and maintenance;
- 6) Minimum 6-7 years of experience in a supervisory capacity;
- 7) Minimum 2-3 years in grant writing;
- 8) Background in epidemiology theory and methods, biostatistics, and/or public health;
- 9) Experience in disease surveillance and prevention;
- 10) Computer programming skills, including SAS, Microsoft Access, Microsoft SQL, and Qualtrics;
- 11) Computer skills and knowledge of work processing, database operations, spreadsheets, and other software systems;
- 12) Strong organizational ability, and attention to detail;
- 13) Ability to meet deadlines and coordinate multiple concurrent assignments;
- 14) Excellent verbal and written communication skills;
- 15) Superior interpersonal communication skills;
- 16) Ability to work independently with limited supervision;
- 17) Demonstrated ability to work effectively with people of diverse races, ethnicities, nationalities, sexual orientations, gender identities, gender expression, socio-economic backgrounds, religions, ages, English-speaking abilities, immigration statuses, and physical abilities in a multicultural environment.

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