

JOB DESCRIPTION

This document is used to provide a basic description of essential duties and other work elements.

Employee Name: Vacant	
Agency: ISDH	BU: 400
Division: Maternal and Child Health	Section/District: Programs
Job Title: Contractor-Knowledge Services	Job Code: N/A
Working Title (if different from above): Youth Surveillance Coordinator	
Reports To: State Adolescent Health Administrator	
	Effective Date: June 20, 2016

Background:

The Youth Risk Behavior Survey (YRBS) and School Health Profiles (Profiles) are part of a surveillance project of the Division of Adolescent School Health (DASH) and the Centers for Disease Control and Prevention (CDC) in cooperation with state, territorial, and local education and health agencies, to conduct adolescent school health surveillance. The YRBS monitors six types of health-risk behaviors that contribute to the leading causes of death and disability among youth and adults, including unintentional injuries and violence, unintended pregnancy and STD, alcohol and other drug use, tobacco use, unhealthy dietary behaviors, and inadequate physical activity. The Profiles helps health and education agencies monitor the current status of school health education, physical education, practices related to bullying and sexual harassment, adolescent school health services, tobacco use prevention, nutrition, and family and community involvement in adolescent school health. Each survey is conducted biennially.

Purpose of Position/Summary:

The Youth Surveillance Coordinator is responsible for coordinating and facilitating the administration of YRBS and Profiles in the Maternal and Child Health (MCH) Division of the Indiana State Department of Health (ISDH). The Coordinator ensures the YRBS and Profiles surveys are administered in accordance with CDC policies and within State and Federal guidelines for the purpose of obtaining weighted data. The position is responsible for developing program plans relative to surveys, evaluating effectiveness of the on-going program and implementing necessary changes.

Essential Duties/Responsibilities:

- Work in collaboration with the CDC and MCH epidemiologists to formulate, interpret, compile and disseminates all information related to the YRBS and Profiles to applicable agencies and groups throughout Indiana.
- Coordinate and oversee all activities related to the implementation of the YRBS and Profiles and disseminates data accordingly.
- Represent ISDH/MCH on a regional and national level regarding adolescent school health surveillance in Indiana.
- Establish high level collaborative relationships with multiple partners, including statewide public middle and high school administration, local health departments, Department of Education (DOE) and other public and non-profit agencies.

- Serve as the primary contact for the YRBS and Profiles within ISDH, MCH, and other State agencies.
- Serve as the primary agency liaison regarding adolescent school health surveillance and work closely with associated federal, state, and local agencies and other stakeholders to ensure that program objectives are modified and updated as necessary.
- Coordinates and facilitates the administration of the YRBS:
 - Obtain clearance from public high schools in the sample.
 - Recruit and train survey administrators.
 - Administer the survey to public high school students.
 - Disseminate the YRBS results through posters, fact sheets, and other means of communication to all public high schools in the state, as well as other public and non-profit agencies.
 - Monitor progress toward goals and provide frequent progress reports to the State Adolescent Health Coordinator.
 - Track all reporting requirements and prepare monthly, quarterly, and annual reports as required by the Federal Division of Adolescent and School Health.
- Coordinates and facilitates the administration of the Profiles:
 - Create school data file for biennial survey by establishing criteria for eligible schools and collaborating with DOE to obtain necessary information.
 - Establish and coordinate tracking system for monitoring receipt of questionnaires.
 - Obtain compliance and participation from middle and high schools in selected sample.
 - Order, prepare, and deliver questionnaires to selected schools participating in survey.
 - Work closely with Division of Nutrition and Physical Activity (DNPA) to conduct survey for identified priority school corporations.
 - Disseminate the Profiles results with principals and teachers who participate in survey, DOE officials, and appropriate audiences in an effective and timely manner.

Job Requirements:

- Bachelor's degree is required. Areas of study may include public health, health administration, health education, psychology, social work, education, or similar disciplines.
- Outstanding organizational skills.
- Working knowledge of the development of public health strategies for new and existing maternal and child health programs.
- Working knowledge of organization and function of ISDH, federal and state government agencies, official health agencies, professional, and other groups involved in Maternal and Child Health programs.
- Ability to communicate extremely well verbally and in writing – prepare written and oral reports and presentations to communicate necessary information to internal and external partners.
- Able to work independently and as a part of a project team.
- Able to work under pressure and tight deadlines in a fast-paced environment.
- Able to multitask, prioritize, and be flexible.
- Proficient in the use of Microsoft Office PowerPoint, Word, Excel, and/or Access.
- Familiar with data analysis software; examples include Statistical Analysis System (SAS) and Statistical Package for Social Sciences (SPSS).

Supervisory Responsibilities/Direct Reports:

The Youth Surveillance Coordinator works with MCH staff as well as other divisions within the Health and Human Services Commission at ISDH, both staff and contractors, as necessary for the successful completion of the YRBS and Profiles. The position works closely with DASH to ensure compliance with federal grant requirements. The position represents ISDH/MCH to numerous internal and external partners statewide and provides data and information vital to the planning, implementation, and evaluation of adolescent programs throughout the State.

Difficulty of Work:

This position requires significant attention to detail, the ability to work with internal and external partners, knowledge of state and federal MCH performance objectives and interpretation of those objectives within a life course framework. The Youth Surveillance Coordinator must also be able to resolve problems, logically develop ideas, interpret policy, and have superb oral and written communication skills.

Responsibility:

The Youth Surveillance Coordinator works under the supervision of the State Adolescent Health Administrator and is the primary contact for the YRBS and Profiles. Work involves constant coordination and communication with internal and external partners, and with local, state and federal officials as needed.

Personal Work Relationships:

The Coordinator works with department staff, legal counsel, public, state, and federal representatives, and other stakeholders in the private sector for the purpose of developing and monitoring the YRBS and Profiles program. Youth Surveillance Coordinator maintains cooperative relationships with internal and external partners for daily problem solving and interpretation of regulations and policies; and must have the ability to work with a diverse group of employees, not only in function, but also in skill level.

Physical Effort

Position requires the ability to sit for long periods, extensive use of computers and the ability to physically move throughout the ISDH office area. Some travel is required. There is no heavy lifting required.

Working Conditions:

The Youth Surveillance Coordinator works primarily at the Indiana State Department of Health office in the MCH Division with meetings at the Indiana Government Center as well as meetings with various organizations associated with adolescent school health in Indiana. Some in and out-of-state travel is required to attend national meetings, trainings, and conferences related to Adolescent School Health Surveillance.