



Request for Qualifications

Epidemiology Data Coordinator

**Contact: Kris Jones
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Date: June 3, 2016

Revision June 9, 2016

Introduction

The Mississippi Department of Mental Health (DMH) certifies, provides and/or financially supports a network of services for people with mental illness, intellectual/developmental disabilities, substance use disorders and/or other dementia. It is DMH's goal to improve the lives of Mississippians by supporting a better tomorrow...today.

This contract worker position, Epidemiology Data Coordinator, is housed within DMH's Bureau of Alcohol and Drug Services. The Bureau of Alcohol and Drug Services is responsible for the administration of state and federal funds utilized in the prevention, treatment and rehabilitation of persons with substance abuse problems. The overall goal of the State's substance abuse service system is to provide a continuum of community-based, accessible services that include prevention, outpatient, detoxification, community-based primary and transitional residential treatment, inpatient and recovery support.

Deadlines/Timelines

Contract Worker RFQ Issue Date	Friday, June 3, 2016
Resume Submission Deadline	Friday, June 17, 2016 5:00 p.m. CST
Interview Dates	Thursday, June 23, 2016 Friday, June 24, 2016 **Dates have been revised – Monday, June 27, 2016 and Tuesday, June 28, 2016
Selection Completed	Friday, July 1, 2016

Submissions/How to Apply

To apply for this position, please submit your resume and an unofficial transcript for verification of education to Ms. Thia Walker via email at Thia.Walker@dmh.ms.gov by 5:00 P.M. CST on Friday, June 17, 2016. Sealed transcripts will be required if an offer is to be made. Resumes and transcripts received after this date and time will not be considered for this position.

The resume should describe your education and prior work history, including all relevant work experience. The resume should include the name and current contact information of at least three references, preferable references familiar with your job skills. The resume should include your current contact information (address, email and phone number).

Characteristics of Work

This a contractual position through the Mississippi Department of Mental Health (MDMH), hereafter referred to as "Agency," in which the applicant agrees to perform the duties of the Epidemiology Data Coordinator. Specifically, the Epidemiology Data Coordinator will have three primary functions to uphold the overall goals of the Bureau of Alcohol and Drug Services. Those functions include: working with the State Epidemiological Outcomes Workgroup (SEOW) to address substance abuse and misuse among adolescents and young adults in the

State; supporting the efforts of the Evidence Based Workgroup; and managing all aspects of the newly created MS Young Adult and College Survey.

Examples of Work

Examples of work performed in this position include, but are not limited, the following:

- Performing epidemiological and statistical analyses of large data sets from internal and external sources
- Assisting with conducting needs assessments
- Developing information for the submission of grant proposals
- Assessing risk factors and predictors of substance use among adolescents and young adults
- Serving on various committees related to substance abuse and/or treatment
- Other duties as assigned by supervisor

Minimum Qualifications

A Master's Degree from an accredited four-year college or university in a Public Health, Epidemiology, Biostatistics or a closely related health or science field is required.

AND

Experience:

Two (2) years of experience related to the above described duties.

Compensation and Hours Worked

The agency agrees that total contract compensation will be at a rate of up to \$27.47 per hour. The Contract Worker is subject to the proper withholding of state and federal income taxes and social security.

Work is requested on an as needed basis, not to exceed 28 hours per week.

Selection Process

The hiring representative will review all resumes which contain the required information and are submitted within the stated timeline. The hiring representative will select the most qualified candidates for the interview based on the required educational experience and work experience. After the interviews have been completed, the representative will select the top candidate for employment.

Evaluation Criteria

The following evaluation criteria will be utilized (100 point scale):

- Required educational experience – up to 30 points
- Required work experience – up to 30 points

- Ability to perform stated examples of work based on interview – up to 20 points
- Assessment – up to 20 points

Contract Dates

The anticipated start date for this contract worker position is July 15, 2016. The end date is June 30, 2017.

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