**INSTITUTE FOR PUBLIC HEALTH (IPH)**

**SENIOR EVALUATION SPECIALIST**

**ORGANIZATION:**

The Institute for Public Health (IPH) serves as a bridge between the public health academic community and public health practice. It supports the development of mutually beneficial partnerships between the San Diego State University (SDSU) Graduate School of Public Health (GSPH), local public health agencies, and private organizations. Our academic-practice partnerships are regional, California statewide and along the international border. These partnerships are intended to expand the base of knowledge for all individuals working in public health, and are facilitated through student field placements, internships, scholarships, collaborative faculty-practitioner research, program evaluation, technical assistance, continuing education, professional development, agency capacity building, and dissemination of health data and information. The IPH is a “values-driven” organization.

**JOB DESCRIPTION**

**OVERVIEW:**

Under the general guidance of the IPH Executive Director, the Evaluation Specialist works independently and is solely responsible for managing, coordinating and executing the evaluation services as required to fully comply with the terms of a contract and/or grant to the highest standard of professionalism. In the course of carrying out his/her work, the Evaluation Specialist represents the Institute, the Graduate School of Public Health and the University as an academic partner to various public and private health agencies. The principal responsibility of the Evaluation Specialist is to provide a host of evaluation-related services in the spirit of collaboration with a diverse community of public health providers. Examples of these services include, but are not limited to, the following: designing evaluation and data collection protocols/strategies, developing data collection instruments, conducting community agency staff trainings on a variety of topics, designing and maintaining computer databases, conducting data analysis, and writing progress and/or final reports. Additionally, it is expected that the Evaluation Specialist is capable of making group/public presentations, will attend meetings as required with client agency staff, work with faculty, if any, associated with each contract, maintain and develop strong relationships with key agency staff, and work within an academic setting as a team player with a strong commitment to strengthening academic/community partnerships.

The Evaluation Specialist is a self-supported position and he/she is expected to generate contract or grant income to sustain his/her salary/fringe benefits costs as well as contribute to supporting the IPH infrastructure.

**EDUCATIONAL BACKGROUND:**

* Preferred - Master’s degree in Public Health or related discipline.
* Required - Bachelor’s degree in a Health related discipline with a minimum of two years evaluation experience.

**EXPERIENCE OR SPECIAL SKILLS QUALIFICATIONS:**

* Minimum five years public health evaluation experience, preferably in a community setting with understanding of research design, methodologies and outcome measurement techniques, and basic statistical analysis.
* Has worked at the IPH for a minimum of 2 years and is fully supporting his/her own position.
* Proficient in the use of Microsoft Office.
* Skilled in using Microsoft Access (including designing user friendly database forms and tables to facilitate data entry by community agencies as well as trouble shooting problems that agencies may encounter with databases).
* Ability to utilize SPSS to analyze datasets (with experience performing appropriate statistical analyses for reporting purposes).
* Experience conducting focus groups and interviews.
* Preparation of formal reports and utilizing current policy and research literature as well as evaluation data, including tables and graphs.
* Familiarity with public and private community agencies in San Diego County and current public health issues.

**PERSONAL QUALIFICATIONS:**

* The Evaluation Specialist must possess a positive attitude and a high level of commitment to and enthusiasm for the mission of the IPH.
* He/she must demonstrate the ability to work independently without frequent direction to manage time and multiple priorities.
* Excellent oral and written communication skills, with ability to communicate with diverse populations.
* Possess good judgment and professional demeanor.
* The Evaluation Specialist is expected to perform his/her roles in an environment that values mutual respect, rapid response to changing conditions and new opportunities, flexibility and intelligence, as well as a sense of humor and humility.
* Well organized with attention to detail.
* Ability to work on multiple tasks and allocate time to meet deadlines.
* Possess the acumen to work effectively in equal partnership with community agencies.

**RESPONSIBILITIES:**

1. Serve as lead (Principle Investigator) on one or multiple evaluation-related projects:

* Maintain parameters of scope of work as stipulated in a contract, grant and/or Memorandum of Understanding.
* Provide "exceptional customer service" including providing technical assistance, maintaining appropriate contact with client agencies, attending agency and project meetings and assisting with client program/project quality assurance as needed
* Develop databases, enter data, and assure data quality.
* Develop project data collection forms and train agency staff on use as needed
* Document data collection procedures with the agency and train agency staff to collect data as needed.
* Conduct direct data collection as needed.
* Maintain the appropriate level confidentiality at all times.
* Conduct data analysis (qualitative and quantitative) at appropriate intervals.
* Write evaluation reports according to guidelines of agency and/or project funding agency.
* Provide adequate supervision and guidance to IPH Graduate Student Assistants/Intern when one is assisting with work. The Evaluation Specialist is at all times ultimately responsible for quality work provided to the client.

2. Responsible for developing new contracts and/or grant writing activities including, but not limited to, researching foundation, corporation and government grant opportunities through the Internet and directories, contacting potential funding agencies and new clients, writing proposals, preparing supporting documents, and ensuring timely submission.

3. Participate with other evaluation staff in decision-making as it relates to staffing, budget allocations and in developing evaluation policies and procedures.

4. Represent the Institute at community meetings as assigned.

5. Attend IPH staff meetings and actively contribute to maintaining a highly professional and

collegial work environment.

*This publication is part of a series of manuals that describe models of care that are included in the HRSA SPNS Initiative* Building a Medical Home for HIV Homeless Populations*. Learn more at* <http://cahpp.org/project/medheart/models-of-care>