

REQUEST FOR QUOTES

THE BOSTON PUBLIC HEALTH COMMISSION

Boston Child Health Report Consultant

APPLICATION GUIDANCE



JANUARY 2014

Overview

The Boston Public Health Commission is seeking a consultant for 20 - 30 hours per week for three months beginning February, 2014 that will manage the processes for compiling a report of findings from the Boston Child Health Study, Child Health Assessment Mapping Project (CHAMP) and manuscripts stemming from the Boston Survey of Children's Health.

Request for Quotes: Boston Child Health Report Consultant

The Boston Public Health Commission is seeking a consultant for 20-30 hours per week for three months beginning in February, 2014, that will manage the processes for compiling a report of findings from the Boston Child Health Study, Child Health Assessment Mapping Project (CHAMP) and manuscripts stemming from the Boston Survey of Children's Health.

The Boston Child Health Study is a major, three-part study of child health being conducted under the joint leadership of the Boston Public Health Commission and Boston Children's Hospital. The three components include the Boston Survey of Children's Health, a random-digit dial phone survey based on the National Survey of Children's Health; an environmental assessment of Boston neighborhoods through a child health lens using primary data collection methods in selected Boston communities and citywide GIS analyses (Child Health Assessment Mapping Project, or CHAMP); and an analysis of Medicaid claims data for children in Boston to identify prevalence of child health issues by zip code and patterns in healthcare utilization. Data collection is complete for the Boston Survey of Children's Health and the environmental assessment components.

Consultant responsibilities associated with the CHAMP report will include:

- Elicit and incorporate feedback from bureau director, research director, partners from Boston Children's Hospital, and other project team members on report content
- Supervise a graduate level intern dedicated to assisting consultant with research, writing, and editing associated with the report
- Coordinate with research and evaluation office staff responsible for edits and changes specific to data tables, maps, and other data-related content included in the report
- Compile and communicate feedback on report design, layout, and edits to the contracted designer
- Manage, design, print contracts and invoices specific to the report

Responsibilities relating to the Boston Survey of Children's Health will include:

- Conduct background research, draft manuscripts with findings from the Boston Survey of Children's Health
- Manage process for obtaining feedback from project team members
- Other tasks and projects as they emerge

Minimum Qualifications

- Master's or doctoral degree in public health or related field
- 2 - 5 years of program management experience
- Experience compiling a major report with multiple stakeholders highly preferred

Skills

- Solid writing, public speaking, and analytical skills
- Ability to interpret and apply public health data, including statistical data and qualitative data
- Solid understanding of public health, particularly maternal and child and/or community health concepts and practices
- Ability to synthesize complex subject matter
- Ability to develop program implementation plans and timelines and to meet deadlines
- Ability to work autonomously and to navigate a large, multilayered organization

Must be able to attend occasional day & evening meetings on-site at the Boston Public Health Commission.

A Criminal Offenders Records Information request must be completed for this position.

However, a record is not an automatic bar to employment but is reviewed in relation to the job applied for.

Submission Instructions

Please submit Resume, Cover Letter, Proposed Budget, and Three References to:

Diana Santiago

Child Health Assessment and Planning Project Manager

dsantiago@bphc.org

ALL DOCUMENTS SHOULD BE RECEIVED NO LATER THAN JANUARY 22, 2014 BY 4:00 P.M.