

CDC IMS Response Rotation Assignment CDC IMS Ebola Clinical Skills

Filled by: TBD

Reports to: TBD

Time Frame: 90 days (TBD)

Roles/Responsibilities:

- Conduct and document the clinical risk assessments
- Manage risk assessment data and generate weekly reports for the risk assessment, monitoring and health of target populations
- Coordinate with the EOC Epidemiological Team on risk assessment consultations and integrate data across databases for the epi and clinic teams
- Oversee additional staff conducting the risk assessments as needed
- Provide recommendations, information on current assessment status and improvements to the case management of target populations
- Provide expeditious contact, support and clear communications to target populations for risk assessments and any related contact

Travel: Not required.

Training, Education, and Certification Requirements:

- EOC Orientation
- EOC 101
- Responder Readiness Program Tier Level II completion
 - <http://intranet.cdc.gov/od/hcrmo/CDCU/schools/soper/soper.shtml>
- Minimum Masters in Public Health

Knowledge, Skills, Abilities, and Experience:

- Epidemiologist with practical experience
- Experience and proficiency developing databases, managing data and overseeing the epidemiological information of a response
- Skill and professional experience in public health epidemiology
- Outstanding interpersonal skills for working with patients
- Highly organized, calm demeanor, adaptable; able to manage multiple tasks
- Ability to coordinate complex projects and think strategically
- Ability to collaborate with CDC staff amicably and efficiently
- Ability to learn the CDC mission and organizational structure and IMS structure and work effectively and efficiently with other CDC offices and IMS sections
- Computer skills, including proficiency in Microsoft Office applications; Proficiency in MS Excel is especially critical to this position.
- Strong written and verbal communication skills
- Experience working in coordination with upper management levels

Special Notes:

Employment. Participation in an IMS rotation assignment is not an offer of future employment. IMS rotation assignments are temporary in nature, i.e., they have an agreed upon start and end date. Temporary extensions may be granted by responder supervisors. However, upon completion of a rotation assignment, responding staff are expected to return to their official organization of record.

Training. Responding staff are expected to be ready to perform agreed upon rotation assignment duties when they arrive. All rotation assignment-related training should be completed prior to reporting for an IMS assignment and should not interfere with performance of agreed upon IMS duties. Unless specifically identified as a training requirement in this agreement, additional specialized training will not be provided.

Teleworking. All rotation assignments require physical presence of staff in response facilities. Teleworking is discouraged during an assignment.

Office Space: Workspace, computer, and telephone will be assigned by the assigned CDC IMS functional team.

Official Supervisor: Official supervisor remains unchanged throughout the rotation assignment. All Time and Attendance and other administrative actions are processed through the official supervisor of record.

Salary and Benefits: Salary and benefits for the first 30 days of each responders rotation is paid for by the official office of record. Anything beyond 30 days must be negotiated by all parties and kept within federal regulations. Note: All response participants must log participation time in Time Tracker for accurate accounting records.