

CDC IMS Response Rotation Assignment Sheet CDC IMS Ebola Health Educator/Trainer

Filled by: TBD

Reports to: CDC IMS Healthcare Training Team

Period: 90 days (TBD)

Mission: To assist in the development and evaluation of Pre-deployment training for US Healthcare providers deploying in response to 2014 Ebola response.

Roles/Responsibilities:

- Work with Healthcare Training Team on development of healthcare worker training program for domestic and international implementation.
- Participate in the After Action Review (AAR) of the emergency response.
- Log in to Time Tracker daily as CDC IMS Healthcare Training Scientific Response Section

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>

Knowledge, Skills, Abilities, and Experience:

- Instructional design experience
- Training and training evaluation experience
- Strong problem resolution skills
- Highly organized, calm demeanor, adaptable; able to manage multiple tasks in a sometimes intense and rapidly changing environment
- Ability to collaborate with CDC staff and other partners 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
- Ability to coordinate and collaborate with diverse internal and external partners
- Computer skills, including proficiency in Microsoft Office applications
- Strong written and verbal communication skills
- Liaison and partnership building experience
- Experience working in close coordination with multiple levels of leadership

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.