

CDC IMS Response Rotation Assignment Sheet
CDC IMS Ebola Public Health Advisor / Health Communication Specialist

Filled by: TBD

Reports to: CDC IMS Ebola Deputy Incident Manager

Period: TBD

Mission: To support the Incident Manager and Deputy Incident Manager with IMS leadership and management actions as assigned. *The CDC IMS EBOLA Public Health Advisor/Health Communication Specialist* will deploy in one of the three countries: Guinea, Sierra Leone, or Liberia in order to perform health promotion and health communication activities, in support of CDC's and others' efforts to reduce Ebola morbidity and mortality. The goal of these activities is to encourage members of rural/low-literacy resistant communities to disclose information on suspect Ebola cases to local contact tracing teams, thereby preventing onward transmission of Ebola, and also improving responders' understanding of the outbreak.

Roles/Responsibilities:

- Provide operational support for all tasks assigned to team/taskforce
- Develop and implement community-level plans for health promotion
- Engage community leaders, male and female, on overall health issues
- Assess and address community understandings and concerns regarding disease
- Assess and address community handling of suspect cases
- Assess and address community practices for burials
- Develop health promotion products, based on understandings of local community, to overcome community practices that perpetuate onward transmission of Ebola
- Maintain liaison between and among deployed health promotion staff and other contact tracing staff,
- Keep IM, Dpty. IM, and others up-to-date on field activities
- Other duties as assigned and as required for the proper execution of the assigned responsibilities of the team/taskforce

As time permits, extended activities may include:

- Other duties as assigned

Travel Requirements: Air travel to west Africa from Atlanta via Europe. Overland by 4x4 vehicle to sites of Ebola outbreak. Flights on small aircraft as required.

Training, Education, and Certification Requirements:

- EOC Orientation
- EOC 101
- Responder Readiness Program Tier Level III completion
 - <http://intranet.cdc.gov/od/hcrmo/CDCU/schools/soper/soper.shtml>

- Attend Train-the-Trainer one-day training on health communications, field operations, Ebola virology and epidemiology, outbreak updates, roles and responsibilities.

Knowledge, Skills, Abilities, and Experience:

- Ability to work effectively in resource-constrained, challenging environments where cultural beliefs and practices may initially limit behavior change possibilities
- Ability to accept and respect alternate views of disease causation and adapt Ebola health messaging accordingly
- Ability to develop communications products and messages across a variety of media, based upon input from community members
- Knowledge of IMS
- Computer skills, including proficiency in Microsoft Office applications
- Skills/experience in project management, data analysis, organizational development
- Excellent organization skills
- Strong written and verbal communication skills
- Customer service skills and experience
- Ability to work as part of a team or independently
- Contract administration
- Experience in developing and implementing action plans
- Operational research experience
- Partnership building
- Ability to work well under pressure
- Ability to coordinate and collaborate with diverse internal collaborators
- Willingness to work long hours, including nights, weekends, and holidays

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.

Special consideration for Ebola outbreaks overseas. Contact tracing and case finding remain a challenge in the three countries involved in the outbreak response to Ebola Virus Disease. CDC responders are expected work with other national and international responders to overcome community resistance in assisting health teams in

finding active cases, thereby preventing onward viral transmission. Health communications efforts will be directed to rural, non-literate community members, many of whom are resistant to accepting that Ebola Virus Disease is causing illness and death.

Staff who have worked in challenging overseas settings, where cultural practices and beliefs may initially limit behavior change possibilities, are especially welcome, as patience and respect for alternate systems of belief and practice are key components in gaining community acceptance and trust, and eventually compliance. Staff with previous Peace Corps experience are strongly encouraged to apply, along with others. Hands-on experience in the development of communications products (posters, radio spots, etc) is valued.

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

Office Space: None provided. Responders may have occasional use of an NGO's facilities, but should be prepared for limited access to office equipment, phone service, and supplies.

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.