

EMPLOYMENT OPPORTUNITY

Building DC's Contact Trace Force 5



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CORONAVIRUS.DC.GOV April 29, 2020



DC HEALTH
GOVERNMENT OF THE DISTRICT OF COLUMBIA



GOVERNMENT OF THE
DISTRICT OF COLUMBIA
DC MURIEL BOWSER, MAYOR

General Job Information

****This is NOT a permanent job - this posting is an Emergency 13-month Term Appointment****

****This posting is in response to needs resulting from COVID-19****

Job Summary:

This position is located in the Department of Health (DC Health). The mission of DC Health is to promote health, wellness and equity across the District, and to protect the safety of residents, visitors and those doing business in our nation's Capital. DC Health is responsible for identifying health risks; educating the public; preventing and controlling diseases, injuries and exposure to environmental hazards; promoting effective community collaborations; and optimizing equitable access to community resources.

This position functions as Investigator, responsible for interviewing non-complex cases (residents who test positive for disease) and collecting demographic, clinical, social and historical data about the case; and conducting an assessment to determine whether safe isolation can be achieved at home. This position supports DC Health's critical operation to contain the spread of the novel coronavirus 2019

in the District of Columbia and prevent hospitalization and death. This will be achieved through rapid and robust case identification, case investigation and contact tracing resulting in safe isolation and quarantine for all District residents.

Duties and Responsibilities:

- Interviews contacts to assess their symptoms and need for testing as well as their ability to safely quarantine; ensures referrals to help achieve safe quarantine; and connects cases/contacts to symptom monitoring and follow-up tools.
- Ensures referrals to help achieve safe isolation; enumerates all the contacts of the case during a specified period.
 - Escalates questions or issues appropriately. Abides by all confidentiality and security rules for the protection of health information.
 - Communicates with healthcare facilities, congregate settings and other partners as directed by the epidemiology team to provide technical assistance.
 - Utilizes data management systems and ensures the quality, accuracy and completeness of data entry. Participates in case reviews and in quality assurance/quality improvement activities to ensure performance goals for reaching cases and contacts are met.

- **Qualifications and Education:**

- Candidate must possess at least one (1) year of specialized experience equivalent to at least the grade 7 level. Specialized experience is experience which is directly related to the position which has equipped the individual with the knowledge, skills and abilities to successfully perform the duties of the position.
- Computer literacy and strong interpersonal and organizational skills strongly preferred.
- Bachelor's degree or higher in public health or related scientific field such as data science/epidemiology, health education or healthcare administration is strongly preferred.

- **Work Environment:**

- Work is performed in an office setting which is adequately heated, lighted, and ventilated.

- **Other Significant Facts:**

This posting is a 13-month Term position on the District of Columbia Contact Trace Force.

This is **NOT** a permanent position. It is a term position in response to needs resulting from COVID-19.

This position is designated as essential and is part of the District's emergency response which operates seven days a week. Work may be required during evenings and weekends.

Collective Bargaining Unit: This position is not covered by a Collective Bargaining Agreement

Pay Plan, Series and Grade: CS -1810-9

Position Designation: This position has been deemed Security Protection Sensitive under the guideline of the DC Personnel Manual. Incumbents of this position are subject to enhanced suitability screening pursuant to Chapter 4 of DC personnel regulations. Accordingly, incumbents must successfully pass a criminal background and consumer credit check as a condition of employment and will be subject to periodic criminal background checks for the duration of their tenure.

Application Deadline: May 6, 2020

The District of Columbia Government does not discriminate in employment on the basis of race, color, religion, sex (including pregnancy and gender identity), national origin, political affiliation, sexual orientation, marital status, disability, genetic information, age, membership in an employee organization, retaliation, parental status, military service, or other non-merit factor