

## **PROFESSIONAL POSITION DESCRIPTION**

**Position Title:** Central Epidemiologist – COVID related  
**Location:** Augusta Maine  
**Schedule:** Full time 8 AM – 5 PM, 40 hours per week. Rotating weekends required

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### **STATEMENT OF THE JOB:**

This is a grant-funded professional services and scientific work position working with the Maine Department of Health and Human Services providing: rapid response and investigation of reportable infectious diseases including potential bioterrorism events, public health threats, and emergencies; and participation in routine and outbreak infectious disease monitoring and response activities as a member of the Infectious Disease Epidemiology Team. Work is performed under administrative direction.

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### **ESSENTIAL FUNCTIONS:**

- Participate on a team coordinating surveillance for COVID-19 in Maine
- Monitor, clean, and analyze COVID-19 disease data, prepare reports, and distribute data in a standardized way.
- Perform education and outreach activities, and serve as the point of contact for Maine CDC COVID staff
- Participate in outbreak investigations, conduct epidemiologic analyses, and initiate public health interventions. This includes participating in or leading outbreak investigations as needed with the Infectious Disease Epidemiology Program.
- Participate in the COVID Epi-On-Call rotation schedule.
- Participate in and contribute to overall Infectious Disease Epidemiology Program planning and evaluation activities.
- Additional duties as reasonably assigned.

### **SPECIAL ESSENTIAL FUNCTIONS/RESPONSIBILITIES\*:**

- Ability to provide own transportation (fully-insured vehicle), provide proof of a valid driver's license, and compliance with Maine law regarding vehicle insurance.
  - Work on federally funded projects.
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**SUPERVISORY RESPONSIBILITIES:** None

**BUDGET RESPONSIBILITIES:** None

### **KNOWLEDGE, SKILLS, AND ABILITIES:**

#### **Knowledge of:**

- Principles and practices of epidemiology and public health surveillance
- Statistics and statistical software
- Outbreak response activities
- Health data collection

- Infectious diseases, including risk and transmission
- Medical terminology
- Word processing software, email and internet use, spreadsheets or analysis programs

**Ability to:**

- Analyze infectious disease data
  - Draw logical inferences from data analysis
  - Pay attention to detail
  - Organize, disseminate, and report public health information
  - Be flexible and reprioritize during the workday
  - Work as a team leader and team member
  - Communicate with local and federal partners
  - Work independently, including being a “self starter”
  - Facilitate groups
  - Speak publicly
  - Possess an attitude that fosters a respectful, non-threatening workplace environment
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**QUALIFICATIONS:**

**Required:**

- Bachelor's degree in Public Health or related fields (Nursing, biology, community health etc.), and 4 years of relevant experience in public health
- Communication skills and the ability to work independently and collaboratively.
- Knowledge of Excel and Microsoft Word.
- Strong written and oral communication skills.
- Ability and willingness to travel.

**Preferred:**

- Master's Degree in Public health or related field, with coursework in relevant fields and 2 years of relevant work experience.

**License/Certifications:**

- Valid motor vehicle driver's license.