

# Contact Tracer – Senior Manager

Maine Center for Disease Control and Prevention (Maine CDC) is seeking resources to perform COVID-19 contact tracing.

Resources will be hired, trained, and support a team of community contact tracing staff across Maine. The aim of this will be to identify every person who has been in close contact with a COVID-19 case in Maine, contact them, and monitor them for symptoms. This will fortify efforts to control the spread of the disease in Maine, and to allow businesses and other organizations to continue re-opening, following the stages of the Governor's plan to restart Maine's economy. The State of Maine will be using a web-based system, Sara Alert, to monitor contacts enrolled for self-reporting of symptoms during the quarantine period. The Sara Alert system will be staffed by CT- Enrollers – who enroll new contacts into the system, and "Monitors" – who will monitor the Sara Alert system and CT- Supervisors who ensure weekly operations 7 days a week.

The Contact Tracer Senior Manager (CT-Senior Manager) will lead the Contact tracing program within Infectious Disease Epidemiology Program. The CT Senior Manager will manage COVID 19 grant deliverables and budgets; manages contracts, supervise staff; and conduct public health interventions to protect the health of Maine citizens and visitors.

## Responsibilities

- Maintain daily contact with staff of the Contact Tracing Program using MS Teams, email, and phone.
- Manage federal CDC COVID grant deliverable and grant writing.
- Manage surveillance activities for US CDC grants to improve contact tracing data.
- Lead quality and performance improvement on Maine's contact tracing program.
- Supervise staff.
- Facilitate with program managers to improve overall program operations.
- Provide input to public health policy initiatives based on surveillance and evaluation to reduce barriers to disease control and prevention.
- Work will be at the Maine CDC in Augusta with appropriate physical distancing in the work place.

## REQUIRED SKILLS/QUALIFICATIONS

- A Master's Degree in Epidemiology or closely related field or a Bachelor's degree in Epidemiology or closely related field and four (4) years professional experience in epidemiology. Equivalent related experience may be substituted for education on a year-for-year basis.
- Two years of supervisory experience.

- Computer skills including Microsoft Office.

#### PREFERRED SKILLS/QUALIFICATIONS

- Excellent oral and written communication skills.
- Knowledge of and experience with infectious diseases.
- The ability to establish and maintain effective working relationships with a diverse group of internal and external partners.
- Experience with statistical software (SAS experience is preferred).
- Experience in infectious disease surveillance system (NEDSS)
- The ability to guide strategic discussions and help groups to reach decisions that will further the mission of the Infectious Disease Epidemiology Program.
- Experience with grant writing and deliverables.