

Job posting

Job title: Communicable Disease Surveillance and Epidemiology Preparedness Specialist

Organization: San Francisco Study Center

Posted: September 18, 2009

Type: 2 full time, limited term positions

Classification: Communicable diseases

Location: San Francisco, CA

Compensation: \$2178.00 biweekly

Position description: These limited term positions will work directly with the San Francisco Department of Public Health (SFDPH), Communicable Disease Control Unit. The employees will review and use existing protocols and tools for surveillance and investigation of urgent cases and outbreaks of communicable disease, and identify gaps. Under the direction of the SFDPH disease control team coordinator, s/he will develop & revise response protocols, data collection forms, and response checklists. The employee will also work with the SFDPH Integrated Case and Outbreak Management System and other databases to ensure that the information system supports surveillance and response needs. This may include assisting with development of a disease specific module incorporating data elements from reporting forms.

Qualifications:

Minimum Education required: Masters in Public Health or Master of Science in epidemiology, biostatistics, or related field with at least 2 courses in epidemiology methods and/or infectious diseases.

Minimum Experience required: At least 6 months of full time work experience conducting communicable disease surveillance and/or outbreak investigations in public health agencies. Relevant experience includes (a) collecting communicable disease data through case interviews and laboratory surveillance, (b) analyzing epidemiological data relating to infectious diseases, (c) developing and maintaining communicable disease databases and/or (d) interacting with laboratories and clinicians to obtain clinical and epidemiological information about communicable disease cases.

Skills Required:

- a. Developing data collection forms for investigation of communicable diseases
- b. Developing protocols for conducting surveillance or case investigation
- c. Data entry in Microsoft Access or other database
- d. Word-processing in Microsoft Word

Additional Desired Skills or Experience

- Familiarity with medical terms and disease control and prevention concepts; ability to learn new communicable disease control information quickly and explain it to others.
- Ability to pay close attention to detail in creating forms, collecting data, and adhering to and creating protocols.
- Experience with analyzing, summarizing and interpreting information from epidemiologic investigations, including outbreaks; experience developing questionnaires for outbreak investigation.
- Experience in database design in Microsoft Access.
- Excellent planning and organizational skills; ability to collaboratively create a workplan for completing products and ability to independently adhere to workplan schedule.
- Demonstrated ability to interact effectively and courteously with public health clients, medical providers and colleagues.

Closing date: November 13, 2009

Desired starting date: November 1, 2009

Contact name: Diane Portnoy, MPH

Contact location: San Francisco Dept of Public Health, 101 Grove St., Rm. 408, San Francisco, CA 94102

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How to apply: Send detailed CV and cover letter to Ms. Portnoy, preferably by fax or email. Applications should be submitted as soon as possible.