

COVID-19 Public Health Investigator

Purpose of Position/Summary:

The employee assists the epidemiologists and team leads in program development, routine surveillance, and grant activities. The position provides additional capacity during outbreak investigations, special projects, and special studies. The purpose of the work is to assist the epidemiologist in routine and outbreak investigations as well as oversee the coordination and timely completion of grant activities.

Essential Duties/Responsibilities:

- Responsible for the coordination and timely completion of grant activities;
- Collaborate with the ISDH Laboratory on lab-related components of grant deliverables;
- Serve as a general back-up to the epidemiologists;
- Provide additional capacity for routine surveillance coordination and outbreak activities;
- Coordinates with local health departments, hospitals, and other partners to ensure timely disease reporting and appropriate specimen collection;
- Assist in data entry involving epidemiologic investigations;
- Participates in disease outbreak investigations, including collecting data from partner agencies, and writing reports;
- Assists in disseminating results of investigations, special studies, routine surveillance, and analyses of health outcome data;
 - Responsible for customer service regarding reporting and general disease inquiries
Incumbent may be required to be on-call 24/7/365;
 - Serve as a backup to other infectious disease epidemiologists as knowledge base grows;
 - Perform related duties as assigned.

Job Requirements:

- Education:
 - A bachelor's degree in a relevant field or 3+ years of relevant public health experience.

Knowledge, skills, and abilities:

- Ability to communicate effectively;
- Advanced organizational and teamwork skills;
- Ability to prioritize tasks efficiently;
- Proficient in Microsoft Office Suite, familiarity with SAS and SQL preferred;
- Knowledge of basic statistical procedures and data interpretation;
- Experience in public health and program implementation;
- Ability to think critically about public health problems and develop collaborative solutions;

Difficulty of Work

Incumbent utilizes basic knowledge of epidemiology and infectious disease to assist in epidemiologic investigations and surveillance. Work is broad in scope and requires proficient time management skills and excellent communication and customer service skills. Independent judgment is required to carry out assignments.

Personal Work Relationships

Contacts and relationships include Indiana State Health Department staff, hospital infection control personnel, long-term care and ambulatory surgical center staff, private health care practitioners, and local health department staff (including nurses and health officers). Contacts also include federal agencies, such as the Centers for Disease Control and Prevention (CDC) and professional associations such as the Indiana Hospital Association, the Association of Professionals in Infection Control and Epidemiology, and the Indiana Department of Education. The public and other contacts outside the medical profession are made in order to convey uniform and accurate disease information.

Physical Effort

Must sit for extended periods of time working on computer

Working Conditions

Work is performed remotely from their home and may need to appear at headquarters for training or meetings.

COVID-19 Disease Team Lead

Purpose of Position/Summary:

The COVID-19 Team Lead serves in the Epidemiology Resource Center (ERC) at the Indiana State Department of Health (ISDH). The purpose of this position is to minimize morbidity and mortality associated with COVID-19 among Indiana residents by leading a team to conduct broad and complex range of investigative and analytical epidemiologic activities. The scope of this position includes, but is not limited to: management and leadership for investigation and surveillance of COVID-19, reporting grant metrics and ensuring grant deliverables, assistance in surveillance, response and guidance to other program areas outside of the ERC. There are several types of Team Lead positions available. Please see them listed below.

COVID-19 Industry Task Force Team Lead: This position will coordinate the agency response to reports of confirmed COVID-19 cases in high-density industrial settings, such as meat and poultry processing plants and manufacturing facilities.

COVID-19 Team Lead Long Term Care (LTC) Response: This position will lead a team that is responsible for monitoring and implementing mitigation strategies for COVID-19 in all high-risk healthcare facilities (e.g., hospitals, dialysis clinics, cancer clinics, and other long-term care facilities, etc.).

COVID-19 Team Lead Division of Global Migration and Quarantine Response: This position will lead a team that monitors and mitigates COVID-19 introductions from connected jurisdictions (i.e., neighboring cities, states; including air travel).

COVID-19 Team Lead Congregate Settings: This position will lead a team that is responsible for implementing mitigation strategies for COVID-19 in congregate living settings (e.g., prisons, youth homes, shelters).

COVID-19 Team Lead Contact Tracing: This position will lead a team that is responsible for contact tracing and providing regular report to leadership.

Essential Duties/Responsibilities:

- Manage a team which may consist of epidemiologists, public health investigators, data scientists and data entry staff. Must be able to analyze infectious disease data collected through routine surveillance, public health investigations, and applied epidemiologic studies;
- Report the analyzed data collected through routine for other ISDH divisions as necessary;
- Provide epidemiologic consultation and technical assistance with team which also may include local health departments, health care providers, veterinarians, and the general public with respect to infectious diseases or other assigned projects within ISDH;
- Demonstrate and communicate subject matter knowledge of the epidemiology and biology of infectious diseases;

- Conduct routine epidemiologic surveillance for infectious diseases;
- Assist in the development of program logic models and quality improvement projects
- Lead or coordinate epidemiologic investigations of individual cases and/or outbreaks of infectious diseases or other projects within ISDH;
- Design and conduct applied epidemiologic studies of infectious diseases and other studies with the agency;
- Use leadership and systems thinking in epidemiologic planning and policy development
- Prepare and disseminate written and oral reports and presentations that communicate necessary information to internal and external partners;
- Conduct educational presentations and/or trainings for a variety of audiences, including local health departments, health care providers, veterinarians, and the general public;
- Participate in writing grants and other funding proposals;
- Serve as an agency spokesperson at the invitation and direction of the ISDH Office of Public Affairs;
- Evaluate the impact of legislation or policy proposals at the invitation and direction of the ISDH Director of Legislative Affairs;
- Incumbent is on-call 24/7/365;
- Serve as a backup to other infectious disease epidemiologists;
- Perform related duties as assigned.

Job Requirements:

- Education:
 - A master's degree in a relevant field (e.g., public health, biological sciences, or social sciences) and ≥ 2 years' relevant public health experience, OR
 - A doctoral-level degree in epidemiology or other relevant field, OR
 - A graduate or professional degree in a health-related field (e.g., RN, MD/DO, DDS/DMD, DVM, PhD, RS) with specific epidemiology training (e.g., MPH degree, CDC Epidemic Intelligence Service, or CSTE Applied Epidemiology Fellowship), OR
 - A bachelor's degree in a relevant field and ≥ 4 years of relevant public health experience.
- Knowledge, skills, and abilities:
 - Demonstrate ability to manage a team with multiple priorities and complex projects involving critical thinking and decision-making
 - Knowledge of the epidemiology and biology of infectious diseases;
 - Knowledge of state laws and regulations as well as federal public health guidance documents pertaining to infectious diseases;
 - Skill in identification of public health problems pertinent to Indiana residents;
 - Skill in conducting epidemiologic surveillance activities, including selection and use of appropriate field methods as well as use and evaluation of public health surveillance systems;

- Skill in conducting public health investigations of individual cases and/or outbreaks of infectious diseases;
- Skill in designing descriptive and analytical epidemiologic investigations, including hypothesis generation;
- Skill in managing large datasets, performing complex data analyses, and identifying key findings;
- Ability to work cooperatively with a wide variety of individuals and groups including field staff, health care providers, and local health departments.
- Ability to interpret information relative to epidemiologic investigations and prepare reports based on analysis of the information
- Effectively train staff on information relative to epidemiologic investigations

Team Lead will lead a group which may consist of epidemiologists, public health investigators, nurses, data scientists, data entry or other public health professionals.

Responsibility

The incumbent is responsible for developing, coordinating, and analyzing disease information within the department, as well as directing disease specific investigations and outbreaks. This is done so that disease spread is prevented and policies can be implemented to reduce disease incidence. Incumbent makes many non-routine decisions while determining how to motivate staff to organize case information, determine best public health practices to recommend, or to implement control measures. Incumbent utilizes own initiative to improve guidance and direct epidemiological investigations and surveillance projects. General methodology and handling of procedures are at the discretion of the incumbent but should follow ERC process. Work is done within state and federal guidelines, recommendations, and budget limitations.

Personal Work Relationships

Contacts and relationships include Indiana State Health Department staff, hospital infection control personnel, long-term care and ambulatory surgical center staff, private health care practitioners, and local health department staff (including nurses and health officers). Contacts also include federal agencies, such as the Centers for Disease Control and Prevention (CDC) and professional associations such as the Indiana Hospital Association, the Association of Professionals in Infection Control and Epidemiology, and the Indiana Department of Education. The public and other contacts outside the medical profession are made in order to convey uniform and accurate disease information.

Physical Effort

Must sit for extended periods of time working on computer

Working Conditions

Work is performed remotely from their home and may need to appear at headquarters for training or meetings.

COVID-19 Epidemiologist

Purpose of Position/Summary:

The COVID-19 Epidemiologist serves in the Epidemiology Resource Center (ERC) at the Indiana State Department of Health (ISDH). The purpose of this position is to minimize morbidity and mortality associated with COVID-19 among Indiana residents by conducting a broad and complex range of investigative and analytical epidemiologic activities. The scope of this position includes, but is not limited to: investigation and surveillance of COVID-19, assistance in surveillance, response and guidance to other program areas outside of the ERC.

Essential Duties/Responsibilities:

- Manage and analyze infectious disease data collected through routine surveillance, public health investigations, and applied epidemiologic studies;
- Manage and analyze data collected through routine for other ISDH divisions as necessary;
- Provide epidemiologic consultation and technical assistance to local health departments, health care providers, veterinarians, and the general public with respect to infectious diseases or other assigned projects within ISDH;
- Demonstrate and communicate subject matter knowledge of the epidemiology and biology of all infectious diseases;
- Conduct routine epidemiologic surveillance for infectious diseases;
- Assist in the development of program logic models and quality improvement projects
- Lead or coordinate epidemiologic investigations of individual cases and/or outbreaks of infectious diseases or other projects within ISDH;
- Design and conduct applied epidemiologic studies of infectious diseases and other studies with the agency;
- Use leadership and systems thinking in epidemiologic planning and policy development
- Prepare and disseminate written and oral reports and presentations that communicate necessary information to internal and external partners;
- Conduct educational presentations and/or trainings for a variety of audiences, including local health departments, health care providers, veterinarians, and the general public;
- Participate in writing grants and other funding proposals;
- Serve as an agency spokesperson at the invitation and direction of the ISDH Office of Public Affairs;
- Evaluate the impact of legislation or policy proposals at the invitation and direction of the ISDH Director of Legislative Affairs;
- Incumbent is on-call 24/7/365;
- Serve as a backup to other infectious disease epidemiologists;
- Perform related duties as assigned.

Job Requirements:

- Education:
 - A master's degree in a relevant field (e.g., public health, biological sciences, or social sciences) and ≥ 2 years' relevant public health experience, OR
 - A doctoral-level degree in epidemiology or other relevant field, OR
 - A graduate or professional degree in a health-related field (e.g., RN, MD/DO, DDS/DMD, DVM, PhD, RS) with specific epidemiology training (e.g., MPH degree, CDC Epidemic Intelligence Service, or CSTE Applied Epidemiology Fellowship), OR
 - A bachelor's degree in a relevant field and ≥ 4 years of relevant public health experience.

- Knowledge, skills, and abilities:
 - Knowledge of the epidemiology and biology of infectious diseases;
 - Knowledge of state laws and regulations as well as federal public health guidance documents pertaining to infectious diseases;
 - Skill in identification of public health problems pertinent to Indiana residents;
 - Skill in conducting epidemiologic surveillance activities, including selection and use of appropriate field methods as well as use and evaluation of public health surveillance systems;
 - Skill in conducting public health investigations of individual cases and/or outbreaks of infectious diseases;
 - Skill in designing descriptive and analytical epidemiologic investigations, including hypothesis generation;
 - Skill in managing large datasets, performing complex data analyses, and identifying key findings;