

Westchester County & Suffolk County are seeking professionals to fill multiple positions to assist with COVID-19 and contact tracing activities for their Departments of Public Health. All positions are temporary and expected to last 12 months.

All hiring is being managed by Health Research Incorporated (HRI). To apply for any of the positions listed visit: <https://careers-healthresearch.icims.com/jobs/search?ss=1&searchLocation=-12816-White+Plains> *HRI is an Equal Employment Opportunity/Affirmative Action employer that provides reasonable accommodation for qualified individuals with disabilities and qualified protected veterans.*

1. Administrative Aide (P13) – Temporary

The Administrative Aide will provide administrative support to COVID-19 investigation and contact tracing activities in Westchester County. The incumbent in this position will serve as a liaison for operations and administrative functions such as the preparation of correspondence, calendaring, telephones, processing travel requests, forms and payments to staff; coordinate purchases including office supplies, computers, printers, contract payments; handling the meeting logistics and updating and maintaining electronic tracking systems.

Required: High school diploma or equivalent and three years of general office, administrative or secretarial experience. Preferred: At least three years of experience maintaining staff calendars, including coordinating meetings and handling meeting logistics; at least two years of experience facilitating Webex for meetings, trainings, and webinars; at least two years of experience preparing travel request forms and travel arrangements, including making reservations and processing travel reimbursements; at least two years of experience creating purchase requisitions and processing purchase orders; at least one year of experience preparing correspondence; experience/knowledge with MS Outlook and Word.

2. Public Health Program Nurse (P24) – Temporary

The Public Health Program Nurse will provide medically accurate guidance, information, instruction and technical assistance to the public, health care providers, NYSDOH staff, local health departments, and other agencies related to COVID-19; develop, deliver, and coordinate COVID-19 educational materials; help plan and implement public health surveillance programs to improve the overall health outcomes of individuals dealing with COVID-19; support COVID-19 epidemiology activities including working with state laboratories, local health departments, and other federal, state, and local partners to investigate potential disease clusters and/or outbreaks; provide technical assistance in the control of disease transmission; contribute towards policy development; maintain an understanding of all COVID-19 data sources, collection methods and uses of data and provide technical assistance to program regional and LHD staff, as needed.

Required: A Bachelor's of Science degree in Nursing. A license and current registration as a professional registered nurse in NYS. Four years of experience planning, evaluating, or administering health services or teaching in a health related program. Completion of a Master's degree in nursing or a health related field may substitute for one year of the required experience. Preferred: Master's degree in public health, nursing, or related field. Experience in public health program planning, evaluation, and management. Background in training and education of health care providers, including developing,

delivering, and coordinating educational materials. Proficiency in Microsoft Office and Excel. Fluent in Spanish a plus.

3.Senior Project Coordinator (COVID-19) P25 – Temporary

The Senior Project Coordinator will oversee activities of case investigation and contact tracing for Westchester county. The incumbent will also oversee and monitor the progress; including establishing and monitoring key performance and quality indicators; serve as a key point person to local and regional health officials. Additionally, the incumbent will develop and execute progressive models/methodologies to attract and retain candidates to support ongoing contact investigation activities in Westchester County. The incumbent will be responsible for maintaining and leveraging relationships with County and Town agencies; colleges and universities; local businesses; and community-based organizations to recruit, coordinate, and support contact investigators and support staff. The incumbent will be responsible for developing ongoing training programs, refresher courses, and employee support programs for all staff working on the COVID response. The incumbent will supervise staff and perform other appropriate related duties.

Required: A Bachelor's degree in a related field and four years of project coordination or project management experience; OR an Associate's degree in a related field and six years of such experience; OR eight years of such experience. At least two years of experience must have included supervision of staff. A Master's degree in a related field may substitute for one year of experience. Preferred: Thorough knowledge of the principles, practices and techniques of public health administration; experience with hiring and building partnerships with local institutions; experience and knowledge of epidemiology; experience with planning, organizing, and implementing disease control programs; experience with data collection and analysis; experience supervising staff.

4.Evaluation Specialist III (COVID-19) P23 – Temporary

The Evaluation Specialist III will be responsible for planning, developing and implementing a monitoring and evaluation framework for the COVID-19 contact tracing initiative in Westchester County. The incumbent will identify and create metrics and tools for measuring the performance of contact tracing, rigorously monitor and evaluate performance of contact tracing, monitor the quality and completeness of COVID-19 contact tracing data; perform analyses, and generate reports . Other related duties as assigned.

Required: Bachelor's degree in Public Health, Epidemiology, Health Informatics, Statistics or related field and three years of experience in the evaluation and/or analysis of health, human services or related programs and/or fields; OR an Associate's degree in a related field and five years of such experience; OR seven years of such experience. A Master's degree in a related field may substitute for one year of such experience. Preferred: Master's degree in Public Health or related field and two years of experience in public health research, surveillance or evaluation; or a doctorate in the appropriate field. Proficiency in data analysis, database and statistical software, interpretation and dissemination of data for varied audiences. Proficiency in data analysis, database and statistical software, interpretation and dissemination of data for various audiences.

5. Public Health Representative III – Temporary

The Public Health Representative III will be responsible for working directly with local health departments and county agencies to identify needs amongst COVID-19 patients and search for local solutions in Suffolk county. Local solutions include food banks, mental health services, visiting nurses, and other community programs helping patients in need and/or people in isolation or quarantine. The incumbent will conduct virtual needs checks with COVID-19 patients and assist in the development of care plans; connect at-risk COVID-19 positive patients and people in quarantine to community resources; serve as a liaison between patients and community resources to educate and provide technical assistance, facilitating access and utilization of appropriate resources; enhance working relationships with community resources, groups and individuals; monitor phone calls the team is responsible for, including contacting people with COVID-19 to find out their contacts, as well as calling contacts and informing them of their exposure and arrange for testing; and perform other appropriate related duties.

Required: Bachelor's degree in a related field and two years of experience providing direct patient/client services in a health, human service or community based organization, or institutional setting; OR an Associate's degree in a related field and four years of such experience; OR six years of such experience. A Master's degree in a related field may substitute for one year of experience. The experience may include communicable disease, mental health, or alcohol/substance abuse counseling. School health offices are considered an institutional setting and health care providers, such as private physician's offices are considered health care settings; AND/OR performing oversight activities in a health regulatory organization to determine compliance with appropriate laws, rules or regulations; AND/OR performing responsibilities as a registered nurse; AND/OR conducting epidemiological research including assisting data collection, conducting patient interviews, abstracting medical records, participating in study design, and developing questionnaires AND/OR data analysis. Research must have involved the study of incidence, spread, AND/OR control of communicable or chronic diseases. Laboratory bench research will not be considered qualifying. Preferred: A degree in social work; experience in social work; familiarity with and experience working in a health system in NYS; experience working with community resources and social services in NYS; bilingual in English and at least one other language; experience interacting professionally with culturally diverse individuals during a time of crisis and distress; experience handling confidential information with discretion and professionalism.

6. Program Assistant (COVID-19)

The Program Assistant will assist with COVID-19 case investigation and contact tracing efforts in the Suffolk County. Specific duties include: updating and disseminating investigation documents including scripts and training documents; ensuring guidance (federal, state, local) is updated and shared with all staff members; managing public inquiries; ensuring all policies & procedures, including those related to privacy, are updated. May also contact those diagnosed with COVID-19 and provide them with instructions for isolation or quarantine; and perform other appropriate related duties.

Required: A high school diploma or equivalent and four years of secretarial, administrative or general office experience. Preferred: Contact tracing or disease investigation experience. Experience in Public Health. Experience with developing training materials. Proficient in Microsoft Office products including, MS Outlook, Excel, Word, MS Access and PowerPoint. Experience handling confidential materials.