

DISEASE INTERVENTION SPECIAL PROJECTS COORDINATOR

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| Civil Service Equivalent: | Disease Intervention Specialist 2 |
| Salary Range: | \$ 33,280-\$65,520 |
| Supervised By: | Joy Ewell, Lead CDC PHA-Louisiana |
| Supervises: | N/A |

Position Description:

To provide support to the At-Home testing project as well as several special projects within the STD/HIV/Hepatitis Program. **This is a 2-yea project** where the incumbent will order, receive, maintain, and ship At-Home CT/GC test Kits to individuals across the State. In addition to working with GC/CT data downloads and interviewing randomly selected individuals for appropriate follow-up, the incumbent will also provide support to the Virtual Partner Services Project and provide weekly and monthly reports.

MINIMUM QUALIFICATIONS:

A baccalaureate degree in Science, knowledge of public health intervention and prevention practices.

SUBSTITUTIONS:

Candidates without a baccalaureate degree may combine work experience and college credit to substitute for the baccalaureate degree.

College credit earned without obtaining a baccalaureate degree may be substituted for a maximum of four years of full-time work experience toward the baccalaureate degree. Candidates with 120 or more semester hours of credit but without a degree must also have at least two years of full-time work experience to substitute for the baccalaureate degree.

Duties to include but not limited to:

- Coordinate project activities and workflow of Project Team members.
- Order, maintain, and distribute CT/GC AT-Home Test kits.
- Conduct routine data cleaning from electronic data system download.
- Participate in data management tasks, identifying persons with recent positive CT and GC infections at the four pilot PHUs from the Louisiana STD database (PRISM).
- Work closely with CDC-assigned staff to monitor all project activities, address barriers-challenges and identify solutions.
- Upload/Enter key patient information, visit, test results, and treatment data into the tracking system.
- Conduct Telephone interviews of selective patients to offer home collection test kits for rescreening.
- Complete other data-related tasks as requested by the CDC STD epidemiologist and other managers as needed

Required Knowledge Skills and Abilities

- Ability to work independently
- Well organized
- Ability to stay focused on highly-detailed tasks
- Data cleaning and management skills
- Ability to communicate effectively with a diverse population. **Send resume to SHP_Resumes@la.gov**