



CITY OF MILFORD

OPEN COMPETITIVE EXAM NO. 22-17

COVID-19 CLINICAL COORDINATOR NON-REPRESENTED/CONTRACTED POSITION

POSTING DATE: October 4, 2021

CLOSING DATE: Open until filled

NOTICE TO ALL APPLICANTS: This opening is available to the general public.

SUMMARY OF POSITION: The COVID-19 Clinical Coordinator will be responsible for assisting Milford Health Department in COVID-19 case investigations and contact tracing, mass vaccination planning and operations, and other COVID-19 control and prevention measures as needed under local authority. This position will play a key role in prevention and minimizing the spread of COVID-19 throughout the Milford community.

MINIMUM QUALIFICATIONS: Graduation from an accredited college or university with a bachelor's degree in Public Health, Epidemiology, Health Informatics, Statistics, or closely related field. Licensed RN in CT preferred. A master's degree in Public Health or Epidemiology is desirable. Experience with public health surveillance systems preferred. Experience with health education, community outreach, linkage to care, and/or other public health services.

NOTE: Both onsite and telework will be required for the position, while maintaining requirements for client confidentiality, records, and data security.

FILING REQUIREMENTS: Please email a letter of interest and a copy of your resume to healthdept@milfordct.gov or mail to the Milford Health Department at 82 New Haven Ave., Milford, Connecticut 06460, Attention: Deepa Joseph, Health Director.

COMPENSATION: The pay range for this position is \$35-\$40 depending on qualifications. Applications will be accepted until this position is filled. This position is a contracted position and is contingent on grant funding availability.

**Milford Health Department
COVID-19 Clinical Coordinator
Contractor Position Description**

General Statement

The COVID-19 Clinical Coordinator will be responsible for assisting Milford Health Department in COVID-19 case investigations and contact tracing, mass vaccination planning and operations, and other COVID-19 control and prevention measures as needed under local authority. This position will play a key role in prevention and minimizing the spread of COVID-19 throughout the Milford community.

Qualifications:

- Both onsite and telework will be required for the position, while maintaining requirements for client confidentiality, records, and data security.
- Works up to 30 hours per week.
- Graduation from an accredited college or university with a bachelor's degree in Public Health, Epidemiology, Health Informatics, Statistics, or closely related field. Licensed RN in CT preferred. A master's degree in Public Health or Epidemiology is desirable.
- Experience with public health surveillance systems preferred
- Experience with health education, community outreach, linkage to care, and/or other public health services

Job Environment:

Environmental conditions will fluctuate as this position has activities that occur inside and outside. Work is performed out in the field, as well as in a professional office environment. Routinely uses standard office equipment such as computer, phones, photocopiers, scanners, filing cabinets and fax machines. There is potential for exposure to hazards which would require the use of personal protective equipment.

Essential Duties and Responsibilities

- Performs contact tracing with individuals diagnosed with COVID-19 and/or close contacts to such individuals.
- Performs essential planning and operations activities for local COVID-19 vaccination clinics, including but not limited to supporting Clinic Operations and Logistics Chiefs.
- Reviews laboratory and other reports related to disease process. Maintains statistical records of program activities and prepares reports and correspondence.
- Responds by telephone, in person, or in writing to persons seeking information regarding COVID-related public health matters.
- Participate in CT Department of Public Health virtual office hours, meetings, phone calls on contact tracing and other trainings and meetings as directed.
- Maintain patient confidentiality and ensure that all data and information is collected in accordance with data privacy and confidentiality standards.
- Develop and implement a health promotion program to Enhance Laboratory Detection, Surveillance (contact tracing), Response, and Informatics

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- Serve as a liaison to strengthen local Testing Volume and Capacity by coordinating and engaging community partners
- Provides consultation and or technical assistance specific to COVID-19 matters to professional groups, community organizations, and the general public as needed and/or directed
- Excellent ability to establish and maintain effective working relationships with other employees; ability to communicate effectively verbally and in writing; works effectively as a team member with the ability to assume the leadership role when appropriate

The above essential duties and responsibilities are not intended as a comprehensive list; they are intended to provide a representative summary of the major duties and responsibilities. Incumbent(s) may be required to perform additional related duties.

HOW TO APPLY:

Please email a letter of interest and a copy of your resume to healthdept@milfordct.gov or mail to the Milford Health Department at 82 New Haven Ave., Milford, Connecticut 06460, Attention: Deepa Joseph, Health Director.

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