



**CITY OF PHILADELPHIA  
DEPARTMENT OF PUBLIC HEALTH  
DIVISION OF COVID CONTAINMENT (COCO)  
(July 2020)**

**POSITION TITLE:** Pediatric Guidance Clinician

**PROGRAM AREA:** Division of COVID Containment, Logistics

**GENERAL DESCRIPTION**

The Philadelphia Department of Public Health (PDPH), through its newly-created Division of COVID-19 Containment, is responsible for monitoring COVID-19/SARS-CoV-2 exposure within Philadelphia and determining appropriate mitigation strategies. In order to do this, PDPH will be expanding the City's surveillance and detection capabilities to ensure that cases of COVID-19 in Philadelphia residents are quickly identified and investigated. This involves working closely with laboratories and healthcare institutions to increase access to rapid testing and building systems that enable consistent data sharing among relevant partners.

The Pediatric Guidance Clinician is responsible for providing support to ongoing COVID-19 response activities, with a specific focus on provision of guidance to pediatric providers and school-based health operations. This position will work closely with these partners to provide guidance on how best to mitigate the spread of COVID-19 and protect the public. This position will address questions regarding testing, vaccines, isolation and quarantine, infection control, personal protective equipment and other clinical concerns that may arise as this crisis unfolds.

This position is full-time, Monday through Friday, with occasional work after hours and on weekends to support Program activities. The position is grant funded for a minimum of one year. Continuation of the position is dependent on sustained grant funding.

**SPECIFIC DUTIES**

- Stay up to date on the latest medical and clinical literature around the diagnosis, care, treatment, and risk factors associated with COVID-19
- Serve as a resource for pediatric providers and school-based health staff to consult with and be available to answer questions regarding high-risk cases, guidance, or exposures
- Work with pediatric providers and school-based health staff to address gaps in infection control and provide resources to prevent outbreaks and slow the spread of COVID-19 in their facilities
- Work with our clinical team to contribute to concise guidance addressing relevant COVID-19 public health and medical issues to be used by COVID-19 Case Investigation and Contact Tracing teams, the public, healthcare workers, and others. Examples of guidance already developed by our staff can be found here: <https://www.phila.gov/programs/coronavirus-disease-2019-covid-19/guidance/>

## **REQUIRED QUALIFICATIONS**

- Bachelor's degree in Nursing or a related healthcare field
- Master's degree in Physician Assistant Studies, advanced Nursing Studies, or Public Health or related field preferred
- Two to three years of experience in healthcare or public health related field
- Excellent communication and organizational skills, and attention to detail
- Ability to interact appropriately and effectively with a wide range of persons
- Demonstrated critical thinking skills; excellent English language proficiency; strong verbal and written communication skills.
- Strong competency with computer skills is necessary and including accessing navigating various databases and software programs following training
- Flexibility, professionalism and the ability to manage multiple projects simultaneously are highly valued attributes
- Equally comfortable working individually and within a team environment that emphasizes interdisciplinary collaboration in a dynamic urban health department

## **WORK ENVIRONMENT AND PHYSICAL REQUIREMENTS**

This job is estimated to be 90% remote work (work-from-home). The position may require some travel and occasional participation in off-site functions. The position requires responding to public health emergencies and at times requires rapid turnaround of communications on short notice.

## **SUPERVISION**

This position reports directly to the Logistics Program Manager.

## **SALARY AND BENEFITS**

Salary is commensurate with experience and qualifications. This position comes with a comprehensive benefits package consisting of medical and dental coverage, paid sick, vacation, and personal time, and a retirement plan.

## **TO APPLY**

At the Philadelphia Department of Public Health, we value health justice. Our work is guided by a commitment to all people's health and humanity, and we recognize the impact that COVID-19 has on our city's diverse population. We are dedicated to building a staff that reflects the diversity of Philadelphia. We encourage applications from individuals who identify with one or more of the following groups:

- a) People of color,
- b) Individuals with disabilities,
- c) LGBTQ+,
- d) First-generation college students,
- e) Individuals from a family that has qualified for federal financial assistance,
- f) Other historically underrepresented or marginalized groups.

Applicants who are originally from and live in the Philadelphia area are also strongly encouraged to apply.

To apply, please submit the following to [kathleen.fries@phila.gov](mailto:kathleen.fries@phila.gov) :

1. A resume or CV
2. A cover letter that includes:
  - Your experience in or with Philadelphia, if any
  - Your past or proposed contributions to diversity, equity, and inclusion