



**CITY OF PHILADELPHIA
DEPARTMENT OF PUBLIC HEALTH
DIVISION OF COVID-19 CONTAINMENT
(September 2020)**

POSITION TITLE: Outbreak Manager

PROGRAM AREA: Division of COVID-19 Containment, Logistics Branch

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 Outbreak Manager is responsible for coordinating and overseeing the Division's response to emergent COVID-19 outbreaks within the city of Philadelphia. Working closely with our Operations and Logistics branches, the Outbreak Manager will liaise with public and community organizations, as well as internal staff to identify needed support measures and organize resources.

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

- Plan, administer, and coordinate COVID-19 outbreak responses
- Coordinate with internal and external partners to organize outbreak response and containment measures
- Manage and deploy field team for rapid testing sites and other in-person response activity
- Liaise with Testing Program Manager and division leadership to establish response priorities and needs
- Collaborate with Planning Manager to develop response plans and resources to operate clinics
- Coordinate with logistics program staff to stockpile, organize, and deploy response supplies and resources
- Communicate with internal branch managers
- Other duties as assigned

REQUIRED QUALIFICATIONS

- Bachelor's degree in Public Health or related field required
- Advanced degree in Public Health or related field preferred

- 3 to 5 years of experience in healthcare, public health, project management or related field
- Excellent organizational skills and attention to detail
- Ability to interact effectively with a wide range of individuals
- Demonstrated critical thinking skills; strong verbal and written communication skills.
- Flexibility, professionalism and the ability to manage multiple projects simultaneously
- Comfortable working within a fast-paced team environment that emphasizes interdisciplinary collaboration in a dynamic urban health department

WORK ENVIRONMENT AND PHYSICAL REQUIREMENTS

This job is an in-office role. 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 Chief of Staff

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 christine.morando@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