



# CITY OF PHILADELPHIA

DEPARTMENT OF PUBLIC HEALTH  
1101 Market Street, 12<sup>th</sup> Floor  
Philadelphia, PA 19107

THOMAS A. FARLEY, MD, MPH  
Health Commissioner

CAROLINE JOHNSON, MD  
Deputy Health Commissioner

MOLLY HARRAR, MS  
Director, Division of COVID-19  
Containment

**POSITION TITLE:** Isolation & Quarantine Program Assistant

## 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 developing appropriate mitigation strategies. In order to do this, PDPH is expanding its surveillance and detection capabilities to ensure that cases of COVID-19 in Philadelphia residents are quickly identified and investigated. As the lead agency responding to this public health crisis in Philadelphia, this Division will also work to educate residents on COVID-19, develop policies to slow the spread of disease, manage isolation & quarantine sites, provide infection control guidance to healthcare institutions and work with partners to address other public health issues related to COVID-19 as they arise in the City of Philadelphia.

A large component of surveillance and response activities is isolation of ill individuals and quarantine of exposed individuals to ensure disease incidence remains low. There are several challenges associated with isolation and quarantine measures for people who are experiencing homelessness, addiction, mental health conditions, intellectual disabilities and others. PDPH, with other city agencies, has expanded capacity to provide temporary accommodation for these people to observe them through their isolation or exposure period.

The Isolation and Quarantine Program Assistant will provide administrative and logistical support to Isolation and Quarantine initiatives. This includes tracking program objectives, coordinating trainings, documenting meetings and working closely with the Program Manager to ensure activities are successfully executed.

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

- Assist the Isolation & Quarantine Manager in coordinating with other city agencies to understand, track and report on the status of isolation & quarantine sites in the city
  - Accompany program management to meetings with representatives from other city agencies and Division leadership to document minutes and action items
- Conduct research to understand isolation & quarantine strategies that other jurisdictions are developing and summarize findings with relevant staff
- Liaise with IT to ensure that technological needs of program staff are met
- Participate in site visits with the Facilities & Logistics Coordinator to assess potential isolation & quarantine facilities and document findings

- Provide logistical support to isolation & quarantine sites when necessary including managing a line list of current residents, developing and disseminating guidance documents for residents and tracking inventory of medical supplies and other necessary materials
- Develop tracking mechanisms using Microsoft Excel and other databases as needed to ensure the Program is recording expenses, overtime and any other measures that might be needed
- Work closely with social workers, special populations nurses and other program staff to ensure that needs of site residents are met
- Schedule and document meetings, trainings and other events as they occur
- Other duties as assigned by the Isolation & Quarantine Manager

### **REQUIRED QUALIFICATIONS**

- A bachelor's degree in a science-oriented field from an accredited college or university with an interest in public health or emergency management.
- Two years of work experience in a professional setting preferred
- Working knowledge of Microsoft Office applications
- Attention to detail, excellent communication and organizational skills, and the ability to organize and present information effectively
- Computer skills are necessary and should include the ability to access and navigate various databases and software programs following training
- Applicants should be equally comfortable working individually and within a team environment that emphasizes interdisciplinary collaboration
- Ability to interact appropriately and effectively with a wide range of persons
  - Strong critical thinking skills, excellent English language skills, including composition, grammar, and public speaking

### **WORK ENVIRONMENT AND PHYSICAL REQUIREMENTS**

This job may require moderate physical effort including lifting materials and equipment of less than 50 pounds and involves viewing a CRT or VDT screen 50 to 75 percent of the time. 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 Manager of the Isolation & Quarantine Program

### **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.

### **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:

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