

**SOLICITATION OF INTEREST**  
**Office of Refugee Resettlement**  
**Unaccompanied Children (UC) Programs**  
**Division of Health for Unaccompanied Children (DHUC)**  
**Team Lead, Communicable Disease Surveillance and Response Team**  
**Medical, Veterinarian, Nurse or Scientist Officer - CO O-4 to O-6 (One Position)**

This solicitation of interest is for a Team Lead, Communicable Disease Surveillance and Response Team (CDSRT), to serve in the U.S. Department of Health and Human Services/Administration for Children and Families/Office of Refugee Resettlement/Unaccompanied Children Programs/Division of Health for Unaccompanied Children (HHS/ACF/ORR/UCP/DHUC).

The mission of ORR/DHUC is to ensure the health and safety of unaccompanied children in ORR care. ORR/DHUC oversees medical and public health services for children in ORR care, working with a network of ORR-funded programs; medical, dental, and mental health providers; and federal, state, and local public health officials. The Division, through the CDSRT, also conducts surveillance, manages communicable diseases of public health importance, and reports public health information to the appropriate public health authorities.

Read more about Unaccompanied Children Programs here:  
<https://www.acf.hhs.gov/orr/programs/ucs/about>.

This position meets the PHS pillar criteria numbers 1 and 3:

1. Serving the needs of vulnerable or medically underserved populations.
3. Being available for rapid deployment by your Agency/OpDiv.

**DUTY LOCATION:**

Administration for Children and Families  
Office of Refugee Resettlement  
Mary E Switzer Building  
330 C Street SW, Washington, DC 20201

**CLOSE DATE:** 11:59 EDT, September 10, 2021

**MAJOR DUTIES AND RESPONSIBILITIES:**

The Team Lead for CDSRT is responsible for managing and coordinating communicable disease surveillance and response activities for the Division. The incumbent will work with DHUC's team of epidemiologists, clinical staff, and quality assurance specialists. Under direction of the Division Director and Deputy Director, the Officer will:

- Serve as a senior advisor to the DHUC Director and Deputy Director on policies, procedures, and activities related to communicable disease surveillance and response.

- Manage a team of public health professionals, oversee the Division's day-to-day communicable disease surveillance and response activities, and ensure timely completion of associated tasks.
- Set and implement short- and long-range objectives for CDSRT activities.
- Evaluate and revise current CDSRT surveillance and communicable disease protocols, develop and write new protocols, and ensure efficient implementation of protocols.
- Represent DHUC in the Director's or Deputy Director's stead in communicable diseases surveillance and response discussions with internal and external stakeholders, as needed.
- Work with other ORR Divisions on cross-cutting health services and public health issues.
- Develop and maintain relationships with federal, state, and local health agencies to collaboratively manage public health incidents or other complex medical events.
- Provide recommendations to improve health data collection and dissemination.
- Work with the UC database to ensure capture of all relevant health data points.
- Analyze data and prepare reports on the incidence and prevalence of UC medical conditions and diseases of public health importance.
- Conduct reviews and assess grantee compliance with CDSRT protocols, which may include onsite visits.
- Coordinate surveillance activities and medical records transference with other agencies to appropriately assess and respond to health conditions in newly arrived populations.
- Train and provide technical consultation to ORR staff, grantees, and other stakeholders on communicable disease topics.
- Perform relevant public health research independently or in collaboration with other governmental or non-governmental partners.
- Respond to medical inquiries and notifications, consult on complex cases, interpret lab results, and review chest x-ray reports, as needed.
- Deploy at the direction of the agency head or designee to support UCP field operations.
- Limited domestic travel not to exceed 5-10% of time.
- Other duties as assigned.

## **QUALIFICATIONS FOR THE POSITION:**

### **Required**

- Current active-duty U.S. Public Health Service Commissioned Corps Officer.
- Current basic readiness.
- Strong writing, organization, and communication skills.
- Public health experience or formal public health training (Masters of Public Health and/or Epidemic Intelligence Service training).
- Knowledge and understanding of public health surveillance; communicable, emerging, and vaccine-preventable diseases; measures of disease; and applied epidemiology.
- High productivity, sound judgement, and resilience under conditions of pressure, external scrutiny, and uncertainty.
- Commitment to serving at-risk individuals and communities, to the core values of the Commissioned Corps, and to high standards of Officership.

### **Desired**

- Completion of Centers for Disease Control Epidemic Intelligence Service program.

- Experience or expertise in immigrant health or work with underserved populations.
- Supervisory experience.
- Proven track record of program management.
- Experience working with state and local health departments.
- Experience with Microsoft Office software suite (i.e. Excel, Word).
- Knowledge of SQL and R programming languages.
- Professional experience in Commissioned Corps or other uniformed service deployments or emergency response.

**POINT OF CONTACT & EMAIL:**

Interested candidates submit Letter of Intent, curriculum vitae (CV), and three (3) professional references to: CAPT Michael L. Bartholomew, MD, FAAP, Director, Division of Health for Unaccompanied Children, Office of Refugee Resettlement, at [michael.bartholomew@acf.hhs.gov](mailto:michael.bartholomew@acf.hhs.gov).