

Recruitment Form 1 – Epidemiological Response Team Position Description Matrix



WHAT IS THE DOH EPIDEMIOLOGICAL RESPONSE TEAM?

The Epidemiological Response Team (also referred to as the “Epi Response Team” or ERT) is a Department of Health (DOH) response team consisting of members trained in [disaster epidemiology](#) and public health emergency management. The ERT may be requested to deploy during an all-hazards incidents (natural or man-made) that exceeds local capacity or events with broad impacts requiring multi-jurisdictional coordination to effectively respond.

The following five Epi Response Team positions have been developed to align with [FEMA/NIMS Resource Typing](#) for a standard [Epidemiological Response Team](#). DOH staff may apply to one or more of the following five positions. Please see the [ERT Member Application](#) and [ERT Member Agreement](#) to apply.

ERT Position	Team Leader	Field Epidemiologist	Information Technology (Informatics) Specialist	Interviewer	Data Entry Specialist
Responsibilities	Manages and conducts command and control for the Epidemiological Response Team (ERT). The ERT Leader protects the safety and wellness of the team, provides tactical direction, serves as the primary point of communication with the team, and ensures the ERT's work contributes to achieving mission objectives. This work includes collaborating with the DOH IMT and/or the requesting jurisdiction, partner agencies, and/or other public health disciplines and laboratories in a culturally competent manner to integrate community dimensions and epidemiological practice.	Gathers and analyzes field epidemiology data to aid in identifying and targeting countermeasures to prevent or reduce morbidity or mortality related to the mission. An ERT Field Epidemiologist supports epidemiological surveillance, investigation, evaluation, and/or other public health data analysis requirements. They recommend evidence-based interventions and control measures. This work includes interfacing with the DOH IMT and/or the requesting jurisdiction, partner agencies, and/or other public health disciplines and laboratories in a culturally competent manner.	Manages the technical hardware and/or software requirements needed to meet mission objectives. The Informatics Specialist supports epidemiological surveillance, investigation, evaluation, and/or other public health data analysis requirements. This work includes interfacing with the DOH IMT and/or the requesting jurisdiction, partner agencies, and/or other public health disciplines and laboratories in a culturally competent manner.	Conducts individual interviews to gather data for epidemiologic surveillance, investigation, evaluation and/or other disaster epidemiology tools and methods requiring individual interviews. This work includes interfacing with the DOH IMT and/or the requesting jurisdiction, partner agencies, and/or other public health disciplines and laboratories in a respectful, culturally competent manner.	Performs administrative functions, including compiling, computing and assembling data to be used in reports, studies, surveys and/or forecasts required for the mission. The Data Compiler reviews data for accuracy and completeness; reviews reports for clarity and accuracy; and refers questionable data or narrative to the appropriate teammate responsible for the source data or to the ERT Leader for clarification. This work includes interfacing with the DOH IMT and/or the requesting jurisdiction, partner agencies, and/or other public health disciplines and laboratories in a respectful, culturally competent manner.
FEMA/NIMS RLT Reference ID	12-509-1052	12-509-1050	12-509-1242	12-509-1051	12-509-1240

For more information about the Epi Response Team contact Joanne Amlag at joanne.amlag@doh.wa.gov or 360-791-6045.

ERT Position	Team Leader	Field Epidemiologist	Information Technology (Informatics) Specialist	Interviewer	Data Entry Specialist
Basic Education Requirements	• Master's degree with a focus in epidemiology with two (2) or more years' work experience in epidemiology in a public health agency; - or • Doctoral-level epidemiologist - or • Other non-epidemiology professional degree or certification (e.g., RN, MD/DO, DDS/DMD, DVM, PhD, RS) with specific epidemiology training (e.g., MPH degree, CDC Epidemic Intelligence Service program) or at least four (4) years' experience performing epidemiologic work under the guidance of a tier-3 epidemiologist	• Master's degree with a focus in epidemiology or • Other non-epidemiology professional degree or certification (e.g., RN, MD/DO, DDS/DMD, DVM, PhD, RS) with specific epidemiology training (e.g., MPH degree, CDC Epidemic Intelligence Service program) or • Combination of eight (8) years of post-high school education and experience, in accordance with CSTE Tier 2 Epidemiologist requirements	Bachelor's degree with formal education in health informatics or information technology (IT)	Bachelor of Arts (BA) or a Bachelor of Science (BS)	Associate's degree
Experience	1. Two (2) to four (4) years of epidemiology experience 2. Experience leading a team during at least three (3) incidents or full-scale exercises 3. Experience working with emergency response organizations	Experience: • At least two (2) years of epidemiology experience	Knowledge, Skills, and Abilities: 1. Knowledge of public health databases 2. Ability to use software such as spreadsheets, word processing, and databases Experience: 1. Inputting and analyzing surveillance data in a public health setting 2. Using online public health databases and additional epidemiologic or statistical software, such as Epi Info and/or SAS and/or STATA and/or RStudio	Experience: 1. Two (2) years of work experience involving interviewing, preferably in the epidemiology field in a public health agency 2. Phlebotomy skills as appropriate 3. Clinical specimen collection skills as appropriate	Experience: 1. One (1) year of experience using data entry software, word processing, database spreadsheets, and/or other appropriate public health data systems 2. One (1) year of experience entering epidemiological data in a public health setting such as recording infectious disease reports, entering immunization, vital statistics, or other registry data
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