

**CDC Foundation Field Employee Job Announcement:
Forensic Analyst – Charleston, West Virginia
Number of openings -1**

The CDC Foundation helps the Centers for Disease Control and Prevention (CDC) save and improve lives by unleashing the power of collaboration between CDC, philanthropies, corporations, organizations and individuals to protect the health, safety and security of America and the world. The CDC Foundation is the sole entity authorized by Congress to mobilize philanthropic partners and private-sector resources to support CDC's critical health protection mission. Since 1995, the CDC Foundation has launched approximately 1,000 programs and raised over \$740 million. The CDC Foundation **managed over 300 CDC-led programs in the United States and in more than 130 countries last year.**

JOB DESCRIPTION

The CDC Foundation seeks candidates for a full time Forensic Analyst to support the CDC. Under general supervision, performs work at the technical level in a forensic toxicology laboratory assisting the Chief Toxicologist by conducting tasks and analysis required in medicolegal investigations for The Chief and Deputy Chief Medical Examiner(s).

RESPONSIBILITIES

- Participate in the maintenance of instruments.
- Perform work according to established protocols, document accurate test and quality control records, perform technical review and enter data.
- Submits postmortem forensic tissue samples collected by staff pathologists for microscopic slide preparation and staining by an independent histological laboratory according to instructions from staff pathologists. Stores and distributes tissue slides. Disposes of collected tissue samples according to protocol. Maintains histology hood and workstation.
- Performs forensic analysis on decedent samples according to lab's established method. Performs calibration and instrument maintenance, as needed. Performs analysis of eye fluid for glucose, electrolytes and urea nitrogen. Accurately records the results of these analyses within the decedent's case file.
- Accessions forensic autopsy toxicology samples for the laboratory while maintaining strict chain-of-custody documentation. Receives and records multiple sample submissions from autopsy and county medical examiners. Notifies Lab Supervisor or Chief Toxicologist of substandard samples and apparent identification or chain-of-custody discrepancies.
- Validates outside requests and prepares routine correspondence on behalf of the laboratory for production and release of associated Toxicology Reports. Evaluates and responds to requests for DNA analysis.
- Maintains long term frozen storage of toxicology and histology samples including required chain-of-custody documentation of appropriate sample disposal.
- Provides direct support to the Chief Toxicologist and Laboratory Supervisor (FA5) in performance of and all tasks required to accomplish the Laboratory's mission.
- Prepares sample transport kits for use by county medical examiners, including addition of chemical preservatives to blood sample bottles.
- Other duties as assigned.

QUALIFICATIONS

- Certified as a Histologic Technician by the National Society for Histology Board of Registry, <OR> Successful completion of a CAHEA (Committee on Allied Health, Education and Accreditation) accredited Histotechnology program, <OR> Degree in Chemistry, Biology, Forensic Science, Veterinary Science or related field, <OR> At least 60 semester hours (90 quarter hours) of academic credit from a regionally accredited college or university including six (6) semester hours (nine (9) quarter hours) in BOTH Chemistry and Biology, and one year full-time acceptable experience in histopathology within the last ten (10) years under the supervision of a board certified medical scientist.
- Highly detail oriented, works well within a diverse team, demonstrates a high degree of initiative and flexibility, able to communicate effectively in a positive and professional manner, able to prioritize activities when under tight deadlines, and possesses analytical skills.
- Strong technical skills including word processing, spreadsheet development and management, and database management, with a particular emphasis on proficiency in Microsoft Office Suite.

- Excellent written and verbal communication skills with particular experience reviewing and editing documents.
- Outstanding interpersonal and teamwork skills; collegial; energetic; and able to develop productive relationships with colleagues, stakeholders, and partners.
- Ability to work in an environment where exposed to the sights, sounds and smells associated with death. Exposure to graphic and often disturbing autopsy photographs, scene photographs and descriptions of circumstances surrounding death associated with medical examiner cases occurs on a daily basis.
- Ability to work all shifts, including weekends and holidays as facility is operational 24/7/365.
- Must successfully pass a background investigation.

To apply: Please apply on the CDC Foundation website at www.cdcfoundation.org/jobs

All qualified applicants will receive consideration for employment and will not be discriminated against on the basis of race, color, religion, sex, national origin, age, mental or physical disabilities, veteran status, and all other characteristics protected by law.

We comply with all applicable laws including E.O. 11246 and the Vietnam Era Readjustment Assistance Act of 1974 governing employment practices and do not discriminate on the basis of any unlawful criteria in accordance with 41 C.F.R. §§ 60-300.5(a)(12) and 60-741.5(a)(7). As a federal government contractor, we take affirmative action on behalf of protected veterans.

The CDC Foundation is a smoke-free environment.

Relocation expenses are not included.