

**CDC Foundation Field Employee Job Announcement:
Physician Assistant – 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 Physician Assistant to support the CDC. Under limited supervision, performs advanced level nursing/healthcare duties within limits defined of the program and supervised by a permanently licensed physician.

RESPONSIBILITIES

- Working under limited supervision the person in this position will facilitate the Cremation Permit process, Inquiry Sign-Out process and Death Certificate Quality Control process for the Office of the Chief Medical Examiner
- Performs medical record review for determination of competency of death certificate completion, gathering information and facts for approval by forensic pathologist as necessary
- Performs medical record and death certificate review in order to establish that the death certificate and case information meet criterion for issuance of a cremation permit
- Performs medical record review for cases not properly presented to the OCME for triage at time of death in order to provide narrative circumstances for determination of case type and any requirements for determination of cause and manner of death by a forensic pathologist in a particular case
- Provide on-call consultation services to the Forensic Investigations Unit as assigned
- Assist forensic pathologists as needed in the performance of medicolegal investigations
- Assist OCME Administrator as needed
- Other duties as assigned.

QUALIFICATIONS

- Successful completion of an accredited physician's assistant program.
- Board certified to practice in WV
- Two to five years of experience with a medical practice setting where diagnosis, treatment and patient education were the main focus of the role.
- Experience in pathology preferred.
- Ability to maintain professionalism in the face of difficult situations.
- 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.