

## **PROFESSIONAL POSITION DESCRIPTION**

**Position Title:** Viral Hepatitis Coordinator

**Division:** School of Nursing

**Department:** Nursing

**Location:** Augusta, Maine

**Schedule:** Monday – Friday, 8:00 a.m.-5:00 p.m.

**Reports to:** Project Manager, School of Nursing; Prevention Program Manager, DHHS

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**STATEMENT OF THE JOB:** This is a grant-funded professional services position between the University of Southern Maine and the Department of Health and Human Services providing: (1) statewide viral hepatitis prevention program coordination; (2) education and outreach activities focused on prevention of viral hepatitis disease transmission, and (3) coordinating, designing, developing, evaluating, implementing, and overseeing programmatic interventions. Work is performed under administrative direction.

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### **ESSENTIAL FUNCTIONS:**

- Coordinate the statewide viral hepatitis prevention program in Maine including but not limited to the coordination of, Hepatitis C testing and linkage to care, Hepatitis A and B vaccination referrals, syringe service programs, client navigation programs for substance use overdose prevention.
- Prepare and disseminate technical reports for statewide and federal partners.
- Monitor, analyze, and evaluate viral Hepatitis data, prepare reports, and distribute data in a standardized way to local and federal stakeholders.
- Perform education and outreach activities and serve as the point of contact for viral Hepatitis prevention for local and federal agencies, medical providers, and members of the public.
- Coordinate and participate in consumer planning groups related to viral Hepatitis prevention, syringe services, overdose prevention, and initiate public health interventions related these areas.
- Assist in the coordination of statewide syringe service programs, linkage to care, and patient navigation programs related to viral Hepatitis and substance use overdose prevention.
- Participate in and contribute to overall Infectious Disease Program planning and evaluation activities.
- Additional duties as reasonably assigned.

### **SPECIAL ESSENTIAL FUNCTIONS/RESPONSIBILITIES\*:**

- Ability to travel to remote work locations as needed around the state of Maine.
- Work on federally funded projects.

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**SUPERVISORY RESPONSIBILITIES:** Not applicable

**BUDGET RESPONSIBILITIES:**

- Monitor state and federal budgets related to viral Hepatitis prevention programs.
- Assist in management of state and federal grants

**PUBLIC AND PROFESSIONAL ACTIVITIES RELATED TO JOB PERFORMANCE:** See Essential Functions above

**INTERNAL AND EXTERNAL CONTACTS:**

**Internal:** See Essential Functions above

**External:** See Essential Functions above

**KNOWLEDGE, SKILLS, AND ABILITIES:**

**Knowledge of:**

- Principles and practices of epidemiology and public health program implementation
- Statistics and statistical software
- Outbreak response activities
- Health data collection
- Infectious diseases, particularly vaccine preventable diseases, including risk and transmission
- Medical terminology
- Word processing software, email and internet use, spreadsheets or analysis programs

**Ability to:**

- Draw logical inferences from data analysis
- Pay attention to detail
- Organize, disseminate, and report public health information in written and oral form
- Work as a team leader and team member
- Communicate with local and federal partners
- Work independently, including being a “self starter”
- Facilitate groups
- Speak publicly
- Possess an attitude that fosters a respectful, non-threatening workplace environment

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**QUALIFICATIONS:**

**Required:**

- Bachelor's degree in Public Health or health related field (biology, community health, etc.), and 1 year grant management experience and 2 years of relevant experience, or
- Master's in Public Health degree (preferred) with coursework in relevant fields listed prior, and experience working with healthcare providers and coordinating interventions.
- Ability to travel frequently to remote work sites around the state of Maine.

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*\*NOTE: All individuals who are recommended to fill and subsequently offered a position with **special essential responsibilities** as listed above, or other licensure or certification, shall have the following additional applicable background screening completed (in addition to regular and standard background screening) based on the responsibilities of the position: Credit history screening, and/or Sex offender registry screening, and/or Federal criminal history screening and/or License/certification verification.*

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**Date Approved:** 7/10/2002  
**Date Revised:** 2/2021  
**Job Family:** 2  
**Salary Band:** 03  
**Unit:** UMPSA  
**CUPA code:**  
**Employee:**  
**Position #:** 00013107