

**CDC Foundation Field Employee Job Announcement:
Medicolegal Death Investigator – Charleston, West Virginia
Number of openings - 3**

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 Medicolegal Death Investigator to support the CDC. This position is full time. This is an outstanding opportunity to work with the nation's lead agency charged with protecting the public's health. The CDC Foundation offers a competitive salary and attractive benefits package.

RESPONSIBILITIES

- Staff the FIU (Forensic Investigations Unit) 24/7/365 in order to maintain 24-hour availability for: the receipt of death reports which occur in the entire state of West Virginia; receipt of decedents, evidence and personal effects from death scenes across the state; and release of decedents to authorized funeral homes identified by the legal next of kin.
- Initiate cases in the case management system for death reports, obtaining all pertinent information required to author preliminary death circumstances, assign an OCME case number and dispatch CoME and transportation resources to a death scene. Requires shift-work according to the published schedule, rotating between day shift, evening shift and midnight shift.
- Request and obtain medical records, EMS records, law enforcement reports, medical imaging reports, social service agency reports, fingerprint comparison, law enforcement database searches, board of pharmacy records and any other requirements needed to complete a case file for the forensic pathologist performing autopsy on the decedent through direct communication with hospitals, physicians, law enforcement, social service agencies, funeral homes, transportation vendors and legal next of kin.
- Conduct receipt of decedent remains in accordance with policies and procedures that include: chain of custody; evidence receipt; inventory of personal effects; calculation of mileage for invoice purposes; and completion of all associated paperwork to include receipt of signatures.
- Conduct release of decedent remains in accordance with policies and procedures that include: chain of custody; evidence receipt; inventory of personal effects; calculation of mileage for invoice purposes; and completion of all associated paperwork to include receipt of signatures.
- Effectively, with great attention to detail, author clear and accurate death investigation reports that provide the forensic pathologist with as much of the pertinent information concerning the circumstances of each death as possible, as quickly as possible while maintaining availability to receive and process additional death reports simultaneously.
- Provide on scene death investigation as necessary when requested and directed by the Chief Investigator in support of law enforcement and the CoME system, to include multiple types of cases including, but not limited to: suspicious deaths; homicides; suicides; child/infant deaths; work-related deaths; skeletal remains; and suspected overdose deaths.
- Participate in response to emergency situations or declared state of emergency involving the OCME such as: flooding; plane crashes; apartment fires; and mining accidents, which require increased staffing levels, possible scene response and no-notice recall by the OCME whenever necessary.
- Maintain required personal protective posture through appropriate utilization of personal protective gear provided by the OCME due to direct contact with and handling of decedent remains in order to minimize exposure to body fluids and associated contagions.
- Perform other related duties and assignments as required.

QUALIFICATIONS

- Training: Graduation from a standard high school or the equivalent.
- Experience: Four (4) years' experience in law enforcement, as an investigator, or in a closely related field. Substitution: Graduation from an accredited four-year college or university with a major or minor in Criminal Justice, Law Enforcement, Biological or General Medical fields, Forensic Sciences, or a closely related field may substitute for the required experience on a year-for-year basis. Special Requirement: The availability of an automobile and a valid West Virginia driver's license may be required for employment.
- Registration from the American Board of Medicolegal Death Investigators is a plus.
- Outstanding interpersonal and teamwork skills; collegial; energetic; and able to develop productive relationships with colleagues, stakeholders, and partners.
- Knowledge of the principles and methods of field investigation and law enforcement.
- Knowledge of the basic rules of legal evidence.
- Knowledge of state and federal laws, West Virginia code, and the rules, regulations and guidelines pertaining to medicolegal investigations.
- Knowledge of the criminal justice system and legal terminology.
- Knowledge of medical terminology, diagnosis coding, medical acronyms and medical findings related to medicolegal investigations, cause and manner of death statements and development of medical history timelines.
- Skill in ascertaining facts by personal contact, observation and examination of records and other evidence.
- Ability to establish and maintain effective working relationships in all public contacts.
- Ability to effectively interview individuals involved in medicolegal investigations.
- Ability to communicate well, both orally and in writing to create a concise, accurate and logical depiction of circumstances surrounding a reported death that provides answers to basic investigative interrogatories to serve as the initial foundation for case triage, case assignment and the resulting components of the medicolegal investigation.
- Ability to work multiple different assigned shifts to provide coverage the office 24/7/365, including short or no notice recall, overtime, weekends and holidays.
- Must successfully pass a background investigation.
- Must possess the physical ability to assist in the movement of decedents between gurneys, carts and tables which requires the ability to push, pull and lift (with assistance) human bodies of varying weights and sizes.

To apply: 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.