



COLUMBIA COUNTY, OREGON
JOB TITLE: COMMUNICABLE DISEASE INTERVENTION SPECIALIST
DATE: AUGUST 1, 2025

EXEMPT (Y/N):	No	CLASSIFICATION:	CSC
DEPARTMENT:	Public Health	JOB CODE:	491
SUPERVISOR:	Assistant Director, Public Health	SALARY RANGE:	24
UNION (Y/N):	Yes	LOCAL:	AFSCME 1442

GENERAL STATEMENT OF DUTIES: Under the direction of the Public Health Assistant Director, perform case/contact investigation, partner notification, and follow-up of individuals who have been diagnosed with Reportable Diseases as defined by the Oregon Health Authority Public Health Division. Participate in outbreak control and contact investigation efforts, facilitate specimen collection, collect health data and prepare reports. Provide health education to general public, schools, and Community Based Organizations (CBOs) about infectious disease signs, symptoms, and prevention.

ESSENTIAL DUTIES AND RESPONSIBILITIES include the following. Other related duties may be assigned.

Respond to and conduct surveillance and epidemiological investigations of communicable diseases and implement control measures. Receive, screen, and investigate reports of notifiable infectious diseases. Interview individuals with notifiable infectious diseases and provide prevention and control measures.

Prepare updates on progress of outbreak control and analyze the outbreak data utilizing epidemiological and statistical methods.

Prepare and submit regular reports to the Health Officer (or their designee) on all reportable communicable diseases within the county.

Ensure each report complies with all investigative guideline requirements, including documentation of case status, treatment adherence, and follow-up. Facilitate specimen collection, ensure communication with relevant agencies, and monitor ongoing case information and facility practices.

Identify and address any gaps between required public health actions and what has been performed. In cases of non-adherence or incomplete investigation, collaborate with treating providers and affected community members to develop and document a plan to meet public health standards.

Identify the most appropriate method of notification and disease intervention for contacts, locate and refer them for examination and treatment. Follow up with all identified contacts to assure appropriate screening, testing, and treatment was obtained.

Perform outreach, education, and referral to individuals and populations at risk for infectious disease and bloodborne infections, including outreach and preventive work related to Behavioral Health and HIV/STI Statewide Services (HSSS) program elements.

Establish and maintain records of reportable diseases and ensure reporting to appropriate local and state health departments. Complete case reports/communicable disease report forms in a timely manner.

Provide health education resources for schools, community groups, the public, corrections, and other organizations on communicable diseases. Design and participate in outreach activities in settings of



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epidemiological significance, such as health fairs, community events, schools, or other identified events as needed.

Work closely with community clinics, congregate living facilities, health care providers, correctional health care, and hospitals to assist with assurance of appropriate care and management of patients infected with communicable diseases. Participate in local, regional, or state public health meetings or with other local partner meetings as required.

Work closely with public health emergency preparedness in the planning, development, and review of processes, drills, and tabletop exercises. Work with Environmental Health Specialists on disease outbreak investigations.

Assist management in the development of policies and procedures related to the county's Communicable Disease Intervention program.

Assist in the program budget preparation process. Follow purchasing approval process and provide documentation. Maintain records and files. Research and pursue available funding options at the federal, state, and local level. Attend department and interagency meetings related to assigned programs and services.

In the event of a declared emergency by the Board of County Commissioners, the position is subject to a temporary emergency assignment according to the Emergency Management Plan, for which prior preparation or cross-training may occur. Position will return to the regular assignment upon vacation of the declaration of emergency.

Participate in team meetings, organizational committees, and staff meetings to improve program delivery and organizational culture.

Maintain a high level of confidentiality regarding issues encountered. Maintain confidentiality of medical information, records, and data pursuant to county policies and procedures and the State of Oregon and Federal HIPAA regulations.

Follow all safety rules and procedures established for work areas. Comply with all relevant county policies and procedures.

Maintaining regular attendance during the assigned work schedule is an essential requirement of this position. The ability to serve and meet in person with members of the general public, co-workers, and others is required.

SUPERVISORY RESPONSIBILITIES: Supervision of employees is not a responsibility assigned to this position.

SUPERVISION RECEIVED: Work is performed under the general direction of the Public Health Assistant Director who provides policy, procedure, and administrative direction and reviews performance.

QUALIFICATION REQUIREMENTS: To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The competencies below represent the required knowledge, skills, and/or abilities. Reasonable accommodations may be made to enable individuals with disabilities to perform essential functions.



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EDUCATION and/or EXPERIENCE: Equivalent to a four-year degree in public health, nursing, environmental health, or closely related field. Three years of experience in the public health field preferably with prior experience in the communicable disease field. Any satisfactory combination of experience and training, which demonstrates the required knowledge, skills, and abilities may be substituted for the above requirements.

DESIRABLE QUALIFICATIONS: Graduate level degree in Public Health. Team player willing to work collaboratively toward shared goals and be open to diverse ideas and perspectives. Receive constructive feedback in a positive manner.

CERTIFICATES, LICENSES, REGISTRATIONS: Must possess a valid driver's license and be insurable under the county's liability policy. Must pass respiratory mask fit-testing and be able to wear standard department-issued masks.

KNOWLEDGE, SKILL, AND ABILITY: Knowledge of public health principles and practices related to communicable disease programs including prevention, investigation, treatment, education, and community awareness. Knowledge of federal, state, and local rules and regulations concerning public health. Knowledge and ability to prepare training and other material and present effectively. Knowledge of grant writing and project management.

Skill in business software programs and Microsoft Office products. Skill in organization and project management; preparing and delivering reports as required. Attention to detail is a must.

Ability to:

- Organize, prioritize, and produce an accurate work product and meet deadlines.
- Express ideas effectively, both verbally and in writing. Use sound judgment.
- Adapt to change or new situations and openly acknowledge and work through conflict. Accept responsibility and be able to work well with ambiguity.
- Work independently and as part of a team.
- Act in such a manner as to maintain the confidentiality of the records and issues and other matters that may be encountered.
- Develop and maintain harmonious and effective working relationships with employees, other agencies, county officials, and the general public.
- Apply understanding and knowledge of cultural differences and similarities when working with diverse populations.
- Work in an environment with individuals who may have diverging opinions or viewpoints.
- Work independently in cooperation with agency, community, and industry representatives.

SPECIAL NECESSARY QUALIFICATIONS: Must be able to pass a pre-employment background screening.

PHYSICAL DEMANDS: The physical demands described here must be met by an employee to perform the essential functions of this job successfully. Reasonable accommodations may be made to enable individuals with disabilities to perform essential functions.

Minimal, involving the movement of files, books, boxes, equipment, etc., seldom exceeding 20 pounds. Field activity and participation in program events or disaster response requires additional physical



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demands, such as walking and/or standing for long periods of time, bending, stooping, climbing, etc., as well as the need to occasionally lift and move objects up to 50 pounds.

WORK ENVIRONMENT: The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform essential functions.

General office environment. Position is subject to call back due to emergency situations. Working hours may be extended and highly stressful during an emergency situation or a communicable disease outbreak. The performance of field work may require walking over various terrain or other hazards and exposure to various weather conditions. Travel is necessary, requiring the operation of a motor vehicle, often to remote areas. The employee may be required to travel at nighttime or on weekends or in inclement weather to participate in meetings or program events or to respond to disaster events.

To perform this job successfully, an individual must be able to perform the essential job functions satisfactorily. Reasonable accommodations may be made to enable individuals with disabilities to perform the primary job functions herein described. Since every duty associated with this position may not be described herein, employees may be required to perform duties not specifically spelled out in the job description, but which may be reasonably considered to be incidental in the performing of their duties just as though they were actually written out in this job description.

***Columbia County has the right to revise this job description at any time.
This description does not represent in any way a contract of employment.***