

JOB DESCRIPTION: **COMMUNICABLE DISEASE INTERVENTION SPECIALIST**DATE: **08/01/2019**


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

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**GENERAL STATEMENT OF DUTIES:** Under the direction of the Public Health Administrator perform case /contact investigation, partner notification, and follow-up of individuals who have been diagnosed with infectious diseases (STD/HIV, TB, Hep A, B, C, influenza, etc.). Participate in outbreak control and contact investigation efforts, collect health data and prepare reports. Provide health education to general public about infectious disease signs, symptoms, and prevention. Do related work as required.

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

Respond to and conduct disease outbreak investigation and implement control measures. Prepare updates on progress of outbreak control and analyze the outbreak data utilizing epidemiological and statistical methods.

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

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 blood borne infections.

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 timely manner.

Provide health educational resources for schools, community groups, and public and other organizations on communicable diseases. Design and participate in outreach activities in settings of epidemiological significance, such as health fairs, community events, schools, or other identified events as needed.

Work closely with community clinics, health care providers 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 partners meetings as required.

Work closely with public health emergency preparedness in the planning, development and review of processes, drills and table top exercises.

Maintain confidentiality of medical information, records, and data pursuant to County policies and procedures and the State of Oregon and Federal HIPAA regulations.

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

Assist in the preparation of department and/or program budget. Record bills, prepare vouchers for payment for approval by Director. Prepare claims as necessary following an emergency for reimbursement from other agencies/governments. Maintain records and files.

Provide administrative support to the Department as needed. Prepare a variety of reports and records for the Department and related to the public health preparedness plans and procedures and immunization program. Arrange, coordinate and attend meetings, record matters discussed and prepare minutes.

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

**SUPERVISORY RESPONSIBILITIES:** Supervision of other employees is not a normal responsibility of this position.

**SUPERVISION RECEIVED:** Work independently without direct supervision under the general direction of the Director who provides policy, procedure and administrative direction.

**QUALIFICATIONS:** To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

**EDUCATION and/or EXPERIENCE:** Bachelor's degree in public health, environmental health or closely related field. Three years' work experience in the public health field preferably with prior experience in the communicable disease field. Any satisfactory combination of experience and training which provides the required knowledge, skills and abilities may be acceptable.

**SPECIAL LICENSES, CERTIFICATIONS:** Possession of a valid driver's license and an acceptable driving record.

**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 local, state and federal rules and regulations concerning public health. Knowledge and ability to prepare training/exercise and other materials and make effective presentations. Knowledge of granting writing and project management.

Skill in the operation of various software applications programs, including word processing, spreadsheets and electronic mail. Skills in organization and project management.

Ability to express ideas effectively, verbally and in writing. Ability to meet deadlines and work independently in cooperation with agency, community and industry representatives. Ability to develop and maintain harmonious and effective working relationships with employees, other agencies, County officials and the general public. Ability to effectively coordinate/supervise volunteers. Ability to maintain confidentiality of sensitive information.

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

Physical demands while in the office are usually minimal, involving the movement of files, books, equipment, etc. seldom exceeding 20 pounds. Field activity and participation in program events or disaster response requires additional physical 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 the essential functions.

Usually work in a general office environment. Position is potentially 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 all weather conditions. Travel is necessary, requiring the operation of a motor vehicle, often to remote areas. The employee may be required to travel at night time or on weekends or in inclement weather to participate in program events or to respond to disaster events.