

WORKING TITLE: COMMUNICABLE DISEASE INVESTIGATOR	CLASSIFICATION: HUMAN SERVICES SPECIALIST I
DEPARTMENT: HEALTH AND HUMAN SERVICES	DIVISION: PUBLIC HEALTH
PAY RANGE: OPEU 17	FLSA CATEGORY: NON-EXEMPT
PHYSICAL REQUIREMENTS: ATTACHED	WORKERS COMP CODE: 8832
PPE: PER WORK LOCATION	REVISION DATE: JUNE 2021

JOB DESCRIPTION

GENERAL STATEMENT OF DUTIES:

Performs investigations, counseling, and educational work in the enforcement of public health laws, rules and regulations that govern HIV disease, sexually transmitted diseases, tuberculosis, and other communicable diseases; and to perform related work.

SUPERVISION RECEIVED:

Works under supervision of a Public Health Program Manager or Director. Receives medical protocol direction from the Health Officer.

SUPERVISION EXERCISED:

May exercise supervision over students and volunteers.

DUTIES AND RESPONSIBILITIES INCLUDE ESSENTIAL FUNCTIONS OF POSITIONS ASSIGNED TO THIS CLASSIFICATION. DEPENDING ON ASSIGNMENT, THE EMPLOYEE MAY PERFORM A COMBINATION OF SOME OR ALL OF THE FOLLOWING DUTIES:

- Assures epidemiological investigations are conducted to establish exact relationships between patients.
- Interviews patients infected with communicable diseases and others related to the infection for the purpose of eliciting, identifying, and locating information for others who may have been exposed.
- Provides disease prevention STD education to infected patients.
- Performs investigative activities to locate people who may have been exposed to or who are suspected of having an STD and refer them for examination and / or treatment.
- Assures field investigations are conducted as required including areas that may take the investigators to places where there may drug activity.
- Conducts case management using an established methodology to document and analyze medical /epidemiological information identifying opportunities to develop a plan for disease intervention.
- Completes reports and data entry per local and State requirements.
- Assists in linking newly diagnosed and previously diagnosed clients with HIV to support services.
- Performs other related duties as assigned or directed.

- Participates in periodic client record review and quality assurance activities.
- Participates in related program and professional organizations to promote quality of service within the program.
- Participates in supply and equipment inventory procedures within program areas by directing and assisting support staff assigned to inventory.
- Participates in team/program staff meetings and business meetings as scheduled.
- Participates in regular supervision with Supervisor as scheduled.
- Collects and tests specimens in accordance with Public Health Policy & Procedures.
- Schedules patient appointments.
- Manages request for medical records.
- Interprets and follows-up on lab results under the direction of the Health Officer.
- Reports appropriate diseases to the state according to the State and Public Health's protocols.
- Enters pertinent information into the State's database.
- Provides resource and referral information for clients.
- Participates as needed in Public Health emergency responses.

JOB SPECIFICATION

KNOWLEDGE OF:

- Principles and practices of public health as required by the positions.
- Basic mathematics.
- Communicable disease diagnosis, intervention, prevention, and treatment including the use of investigative guidelines.
- Reportable diseases, requirements for and methods of reporting.
- Activities that promote wellness.
- Confidentiality rules, especially those specific to program area.
- Policies, rules, and regulations for program, Public Health, Health & Human Services, and the County.
- Community and partner agencies and resources relevant to client needs.
- Vaccinations and vaccination schedule.

SKILL IN:

- Conducting confidential case investigations.
- Compiling and evaluating epidemiological data.
- Communicating effectively, both orally and in writing.

ABILITY TO:

- Readily grasp the principles underlying the operation of community health programs.
- Identify and evaluate community and individual health needs.
- Use independent judgment.
- Work independently and as a member of a team.
- Understand and carry out technical instruction regarding patient care.
- Communicate effectively both orally and in writing.

- Interact courteously and tactfully with patients.
- Establish and maintain effective working relationships with supervisors, co-workers, and the public.
- Follow written protocols.
- Write concisely and perform administrative tasks, including documenting via electronic and paper medical record systems.
- Document and maintain accurate client records in a timely manner for systematic follow-up, quality assurance, and legal action as necessary.
- Be comfortable discussing sexual health, sexually transmitted diseases, and other communicable and reportable diseases.
- Interpret and apply laws and policies to specific problems related to program delivery.
- Operate in the Microsoft Windows environment inclusive of using Word, Excel, database management and record keeping programs, general keyboarding, and other computer skills.
- Provide care that is client/family centered, culturally competent, and respectful of individual needs and preferences.
- Multi-task.
- Obtain and maintain current Basic Life Support (BLS)/Automated External Defibrillator (AED).
- Attend work as scheduled and/or required.

MINIMUM EXPERIENCE AND TRAINING:

Bachelor's degree in social sciences, community health, health administration, or related field required. At least one year of experience in a setting relevant to the duties and skills noted above preferred. Any satisfactory combination of experience and training which ensures the ability to perform the work may substitute for the above.

May be subject to successful completion of a background check.

WORK ENVIRONMENT/PHYSICAL DEMANDS SUMMARY:

The incumbent typically works in an office environment and uses a computer, telephone and other office equipment as needed to perform duties. The noise level in the work environment is typical of that of an office. Work also may involve travel to meetings. Incumbent may encounter frequent interruptions throughout the workday.

The employee is regularly required to sit, talk, or hear; frequently required to use repetitive hand motion, handle or feel, and to stand, walk, reach, bend or lift up to 20 pounds

Contact with the public may risk exposure to irrational/hostile behavior, contagious diseases, or contact with domestic animals.

The physical demands 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.

This job description in no way states or implies that these are the only duties to be performed by

an employee occupying this position. Employees may be required to perform other related duties as assigned, to ensure workload coverage. Employees are required to follow any other job-related instructions and to perform any other job-related duties requested by their supervisor. This job description does NOT constitute an employment agreement between the employer and employee, and is subject to change by the employer as the organizational needs and requirements of the job change.

The job specification requirements stated are representative of minimum levels of knowledge, skills, and abilities to perform this job successfully. Any satisfactory equivalent combination of experience and training which ensures the ability to perform the work may substitute for the above so that the employee will possess the abilities or aptitudes to perform each duty proficiently.