

Teton County Health Department

JOB DESCRIPTION

Position Title:	Disease Intervention Specialist		Tier:	
Agency:	Teton County Health Department	Reports to:	Public Health Director	
Employment Status:	Full-time for 2 years, possibility for extension	Pay Grade:	\$21.00/hr	FLSA Status: Non-exempt

Position Summary:

The Disease Intervention Specialist studies the occurrence of various diseases and conducts investigations to prevent their spread. This position will assist the county health department to coordinate investigations of communicable disease, such as STIs and COVID-19. This work includes conducting client interviews, case investigations, contract tracing, collection of data for surveillance and reporting, and related communication to key partners and public regarding communicable disease. This position will also assist with the development of appropriate response protocols, data tracking and analysis, and communication with stakeholders. Duties will also include responsibility for a variety of Public Health Emergency Preparedness (PHEP) grant deliverables.

This position is full-time, Monday through Friday. The individual must be willing to work variable hours, including early mornings, nights, and weekends.

Essential Duties:

Coordinate Communicable Disease Surveillance Systems and Response

- Conduct timely investigations with people with confirmed or suspected communicable diseases such as STIs and COVID-19.
- Manage patient panels of those with confirmed or suspected diseases under investigation using established protocols including ongoing interviews and patient follow up, tracking of relationships/contacts, case management and documentation.
- Coordinate referrals to clinic settings for specimen collection and/or additional healthcare needs based on established protocol.
- Provide coaching, education, and advocacy to increase likelihood that health and safety protocols are followed for improved individual health, as well as slowing and preventing the spread of disease through the population.
- Communicate effectively and responsibly by establishing rapport, assertively confronting issues, and resolving patient concerns.
- Document surveillance data such as health indicators, risk factors, and disease surveillance information.
- Coordinate and manage special surveillance and screening activities during emerging disease events under established protocol and supervision of the Public Health Officer.
- Monitors trends, risk factors, and prevention interventions of communicable diseases in the county.

PHEP Grant Deliverables

- Assist in accomplishing grant related deliverables
- Maintains periodic reporting to various stakeholders.
- Assists with designing and conducting basic program evaluation activities.
- Assists with writing and providing content for grant reports.

Public Information and Education

- Develops and conducts various trainings or education sessions related to community public health with a variety of stakeholders including medical professionals, school staff and students, and community members.
- Participates in consultation with state and local health stakeholders in the development of surveillance systems.
- Provides assistance on issues regarding surveillance, interventions, and data interpretation.
- Uses a variety of media outlets to communicate disease related information to the public.
- Works with county Public Information Officer, Health Department Director and other key response partners to plan and disseminate appropriate messages to the public.
- Reviews and provides feedback on plans submitted, in relation to current Governor's Directives.

Other Duties and Responsibilities:

- This position has been identified as an essential duty position. In the event of a public health emergency, you shall report to work if ordered to do so by any other the following officials or positions: (1) Public Health Director or designee, (2) Lead Public Health Nurse, or (3) a member of the Commissioner's office. Perform public health emergency response duties as assigned and consistent with training provided.
- Collaborate in the development of and contribute to individual, team, and departmental quality improvement, performance management, and evaluation activities.
- Promote a work environment where continuous quality improvement in professional practice is pursued.
- Contribute to ongoing educational experiences regarding public health nursing for colleagues, nursing and other health-related students, healthcare professionals, and members of the community.
- Participate in community assessment; can distinguish between qualitative and quantitative community assessment data; understand incidence and prevalence data; know how to access basic community epidemiological data.
- Assume responsibility for own professional growth and development by pursuing education, and participating in professional committees and work groups.

Minimum Qualifications:

Education and Licensing

- Bachelor's degree required, preferably in Community Health, Public Health, Epidemiology, Nursing, or a closely related degree.
- One year of job-related experience in public health preferred.
- Other combinations of directly related education and experience may be considered on a case-by-case basis.

- Current CPR certification (can be completed upon hire).
- Ability and willingness to complete any continuing education required by the Health Department or State during term of employment.
- National Incident Management System (NIMS)/Incident Command System (ICS) 100, 200, and 700.a certification within six (6) months of employment.
- Valid Montana drivers' license.

Knowledge and Skills

- Excellent "people skills" including the ability to assertively solve problems and clearly state expectations in stressful situations.
- Ability to interact effectively with people of all social, cultural, and educational backgrounds.
- Demonstrated ability to protect confidential health information
- Ability to identify problems, and utilize evidence-based practices to develop and implement solutions.
- Ability to combine pieces of information to form conclusions.
- Excellent written and oral communication skills for a variety of audiences.
- Comfort with use of spreadsheets and basic data collection, organization, and analysis.
- Knowledge of social marketing principles, public information, and mass media.

Work Environment:

May need to work a flexible schedule including some evenings and weekends (per county disease response needs).

Essential Duties will be performed in health department facilities, as well as community sites potentially including schools, workplaces, and county facilities. Work performed in the community is sometimes subject to conditions that range from inclement weather to dangerous conditions such as snow/ice, cold, heat, noise, wetness/humidity, sudden temperature changes, and poor illumination at the job site or due to travel on the job. Travel to and from community locations may subject worker to increased risk of driving hazards. Community locations may subject worker to fumes, airborne particles, insects and other disease vectors, and communicable diseases.

Due to the need for all Health Department personnel to respond to public health emergencies, the employee must be able to meet the physical demands of performing the following activities:

Engage in the following movements: climbing, balancing, stooping, kneeling, crouching, reaching, standing, walking, lifting, fingering, grasping, feeling, writing, and repetitive motions. Exert up to 25 pounds of force occasionally, and/or a negligible amount of force constantly to move objects. Hearing ability sufficient enough to communicate with others effectively in person and over the phone. Visual ability must be sufficient enough to read typewritten documents, computer screen, and drive a car. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions, in compliance with the Americans with Disabilities Act and any other applicable Federal and Montana law.

Reasonable Accommodation Definition:

Reasonable accommodation is a modification or an adjustment to a job or the work environment that will enable a qualified applicant or employee with a disability to participate in the application process or

to perform essential job functions. Reasonable accommodation also includes adjustments to assure that a qualified individual with a disability has rights and privileges in employment equal to those of non-disabled employees.

TETON COUNTY IS AN EQUAL OPPORTUNITY EMPLOYER

JOB DESCRIPTION REVIEWED DATE _____

EMPLOYEE SIGNATURE: _____

NAME OF PERSON PERFORMING REVIEW: _____