

Teton County Health Department

JOB DESCRIPTION

Position Title:	Public Health Responder		Tier:	
Agency:	Teton County Health Department	Reports to:	Public Health Director	
Employment Status:	Permentant Part-time	Pay Grade:	\$14.00	FLSA Status: Non-exempt

Position Summary:

The Public Health Responder will assist Teton County Health Department Staff with activities related to COVID-19 Response and other Public Health programs within the county. Tasks may include:

- Entering and managing data related to COVID-19 response and other public health programs.
- Attending trainings and webinars related to COVID-19 response and public health
- Functioning as a contact tracer
- Provide public education related to COVID-19 and other public health programs
- Answering phone calls and public inquiries related to COVID-19 and other public health programs
- Other tasks related to COVID-19 response and Public Health programs

Minimum Qualifications:

Education and Licensing

- Ability and willingness to complete any continuing education required by the Health Department or State during term of employment.

Knowledge and Skills

- Attention to detail and accuracy with data entry and management.
- 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.

Work Environment:

May need to work a flexible schedule including some evenings and weekends. Work hours will be on an as-needed basis, determined by the Teton County Health Department.

Essential Duties will be performed in health department facilities, or occasionally at the employee’s place of residence, if all privacy accommodations can be met.

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

EMPLOYEE NAME: _____

DATE: _____

EMPLOYEE SIGNATURE: _____