

**CARBON COUNTY MONTANA
JOB DESCRIPTION FORM**

Job Title: Public Health Disease Intervention Specialist

Position#:

Department: Public Health

Reports To: Carbon County Public Health Director

Revised New Regular Temporary Non-Union Union

Full-Time Part-Time Hours per week: 40.00 Nonexempt Exempt

Reason for opening: New Position

Prepared By: Erin Cross

Date: 12/13/21

I. PURPOSE OF THE JOB (What are the end results or objectives of this position? Why does the job exist? What are the primary responsibilities?)

To function as part of a disease investigation and intervention team; plan and participate in programs related to the control of various communicable diseases; to locate disease sources, identify at-risk groups to prevent, treat and thereby reduce the incidence and risk to citizens; to provide education to patients diagnosed positive for a communicable disease, provide guidance on quarantine and isolation parameters based on the recommendations of the Carbon County Public Health Department for those who meet the case definition for a confirmed, suspected or probable case of a communicable disease, including but not limited to COVID-19, as well as to provide information on disease etiology and the prevention of communicable diseases.

II. ESSENTIAL FUNCTIONS (What activities are required for the position to exist? Estimate the percentage of time spent in each.)

- Interview cases, contacts and others in the community concerning personal behaviors and activities which contribute to disease transmission; make collateral contacts to obtain pertinent information concerning other individuals who may have been exposed or infected; ensure compliance with established State and federal laws and regulations related to disease control and prevention.
- Act as patient advocate; educate clients regarding medical and social services available and intervene on their behalf for access to services or resolution of conflict.
- Conduct case investigations on infected patients; document case histories and possible infection sources.
- Answer disease related questions.
- Keep current with local, national and international disease trends and outbreaks.
- Produce contact reports and tracing records.
- Attend quarterly regional meetings.

- Participate in Project ECHO (Extension for Community Healthcare Outcomes)
- Participate in STD DIS Needs Assessment
- Provide communicable disease and other data as requested by the grant funder.
- Other duties as assigned.
- Must maintain a flexible schedule to accommodate some evenings and weekends. Be available to carry the departments 24/7 phone.
- Local travel may be necessary for disease investigations.

III. **OTHER DUTIES AND RESPONSIBILITIES** (Responsibilities/important duties performed occasionally or in addition to the essential functions of the position.)

- Must maintain a good working relationship with various staff members and maintain professional interactions with the public, private agencies and other departmental staff.
- Deals with sensitive information and maintains standards of confidentiality.

IV. **KNOWLEDGE AND SKILLS** (For each, indicate whether it is required, preferred, or desirable. Include licenses and certificates.)

A Bachelor's degree is preferred but not required. A combination of education and relevant experience in the medical field will also be considered.

• Knowledge:

- This position requires a strict understanding of patient confidentiality, including the ability to conduct interviews without violating confidentiality.
- Understanding of medical terms and principles of exposure infection, infectious period, potentially infectious interactions, symptoms of disease, pre-symptomatic and asymptomatic infection.
- Current information pertaining to the symptoms, modes of transmission, control, treatment, and effects of the communicable/chronic disease assigned.
- CDC protocols for investigation and intervention with patients who have positive results for a communicable disease.
- Modern practices and principles of medical disease counseling.
- Principles and procedures of record keeping; medical documentation; business writing. including appropriate English usage, spelling, grammar and punctuation.
- Methods of enforcement of and obtaining compliance with public health laws and regulations.
- Universal (Standard) precautions and infection control practices.

Skills:

- This position requires excellent and sensitive interpersonal, cultural sensitivity, and interviewing skills so that trust can be built and maintained with patients and contacts.
- Understanding of when to refer individuals or situations to medical, social or supervisory resources.
- Ability to interact with the public calmly and effectively.

<ul style="list-style-type: none"> • Requires skills in public speaking, meeting procedures, communication, computers and data entry and analysis. • The ability to respond to questions and comments in a courteous and timely manner. • Strong listening, verbal and written communication skills. • Ability to work with a high level of detail in a fast-paced environment. • Able to take and follow instructions. • Ability to record and report communicable disease numbers to the CCPH Coordinator and local Board of Health (BOH) as directed. Maintain current records and report communicable diseases to the Public Health Coordinator regularly.
<p>V. FISCAL RESPONSIBILITY (Budgeting responsibilities, approval privileges on purchase orders and check requests, reporting and auditing functions.)</p>
<p>Assist program coordinators with preparation and monitoring of program budgets.</p>
<p>VI. EXTENT OF PUBLIC CONTACT (Within and outside the company)</p>
<ul style="list-style-type: none"> • Daily contact with the Public Health Coordinator and department staff. • Contact will also include other agencies, insurance companies as well as business and community members..
<p>VII. WORKING CONDITIONS AND ENVIRONMENT (Necessary travel, unusual work hours, unusual environmental conditions, etc.)</p>
<p>Work involves both office and field duties. Office work is primarily administrative. Field work includes inspections</p>

VIII. PHYSICAL REQUIREMENTS TO PERFORM THE ESSENTIAL FUNCTIONS
 (The essential duties of this position involve the following level of physical activity:)

Physical Activity	Definition	Check one that best describes the frequency			
		Never	Occasionally	Frequently	Continually
Repetitive Motion	Repeating movements of arms, hands, wrists	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Talking	Express or exchange ideas verbally	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Hearing	Perceive sound by ear	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Seeing	Obtain impressions through the eye	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>

Activity Level	Definition	Check One
Sedentary	Occasionally lifting/carrying up to 10 pounds or pushing/pulling small objects Sits most of the time Infrequent to occasional walking or standing	<input type="checkbox"/>
Light	Frequently lifting, carrying, pushing or pulling up to 10 pounds <i>and/or</i> occasionally lifting, carrying, pushing or pulling up to 20 pounds Frequent walking or standing or sitting most of the time and using arms or legs to push/pull	<input type="checkbox"/>
Medium	Occasionally lifting, carrying, pushing or pulling 20-50 pounds <i>and/or</i> frequently lifting, carrying, pushing or pulling 10-20 pounds <i>and/or</i> continuous lifting, carrying, pushing or pulling up to 10 pounds Occasional to frequent walking or standing	<input checked="" type="checkbox"/>
Heavy	Occasionally lifting, carrying, pushing or pulling 50-100 pounds <i>and/or</i> frequently lifting, carrying, pushing or pulling 20-50 pounds <i>and/or</i> continuous lifting, carrying, pushing or pulling 10-20 pounds Occasional to frequent walking or standing	<input type="checkbox"/>
Very Heavy	Occasionally lifting, carrying, pushing or pulling 100+ pounds <i>and/or</i> frequently lifting, carrying, pushing or pulling 50+ pounds <i>and/or</i> continuous lifting, carrying, pushing or pulling 20+ pounds Occasional to frequent walking or standing	<input type="checkbox"/>

This job description in no way states or implies that these are the only duties to be performed by this employee. The employee will be required to follow any other instructions and to perform any other duties upon the request of the supervisor or other governing entity.

For HR Use Only

Approved Denied

By: Board Of Commissioners

Date:

Comments: