

CARBON COUNTY MONTANA

JOB DESCRIPTION



POSITION: Public Health Disease Investigator and Interventionalist

DEPARTMENT: Public Health

REPORTS TO: Public Health Coordinator

- Full-Time (40 hours) Part-Time Benefit Eligible (30-39 hours) Part-Time (≤29 hours)
- Permanent Seasonal Temporary Grant-Funded Short-Term
- Exempt Non-Exempt
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PURPOSE OF THE JOB: To function as part of a disease investigation and intervention team; to locate disease sources, identify at-risk groups to prevent, monitor treatment, 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, and to take appropriate steps as outlined in the "Control of Communicable Diseases Manual" to prevent or control the transmission of disease. To monitor communicable disease trends in Carbon County to identify potential or actual outbreak situations and take action to decrease transmission of communicable diseases in Carbon County.

ESSENTIAL FUNCTIONS:

Immediately after being notified of a case or an outbreak of a reportable disease, conduct an investigation and take whatever steps are necessary to prevent transmission of the disease;

If the nature of the disease and circumstances of the case or outbreak warrant such action:

- Examine or ensure that a healthcare provider examines any infected person in order to verify the diagnosis.
- Make an epidemiologic investigation to determine the source and possible transmission of infection.
- Take appropriate steps as outlined in the "Control of Communicable Diseases Manual 21st edition", to prevent or control the transmission of disease; and
- Notify contacts as defined in ARM 37.114.101 of the case and give them the information needed to prevent contracting the disease;

Whenever the identified source of a reportable disease or a person infected with or exposed to a reportable disease who should be isolated, quarantined, interviewed, or placed under surveillance is located outside of the jurisdiction of Carbon County, must coordinate with the department (DPHHS) to notify the health officer of the relevant jurisdiction;

Conduct case investigations on infected patients in the Montana Infectious Disease Information System (MIDIS); utilizing any and all necessary sources including electronic health records systems; documented case histories, and possible infection sources;

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Work with Carbon County Environmental Health, local clinics, hospitals, and other business entities to control the spread of communicable disease in Carbon County;

Educate cases, contacts, and others in the community concerning personal behaviors and activities which contribute to disease transmission;

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 when necessary;

Answer disease related questions;

Keep current with local, national and international disease trends and outbreaks;

Participate in Project ECHO (Extension for Community Healthcare Outcomes) trainings and meetings when time allows to stay current on changed in course of treatments, investigation tactics, etc.;

Immediately inform Public Health Coordinator of any potential or actual noted outbreaks and/or trends in disease patters within Carbon County communities;

Produce a quarterly disease control data report for the Public Health Coordinator;

Participate in STD DIS Needs Assessment by providing data when needed;

Local travel may be necessary for disease investigations. If local travel is not feasible, collaborate with Public Health Coordinator and Law Enforcement agencies to assist in serving Disease Non-Compliance Orders when necessary.

OTHER DUTIES AND RESPONSIBILITIES:

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;

Other duties as assigned.

KNOWLEDGE AND SKILLS:

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

This position requires a strict understanding of patient confidentiality, including the ability to conduct interviews without violating confidentiality, and understanding the scope of what is and is not allowable to perform in relations to public safety and communicable diseases;

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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 diseases 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.

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;

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.

FISCAL RESPONSIBILITY:

None.

EXTENT OF PUBLIC CONTACT:

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Daily contact with the Public Health Coordinator, department staff as needed, community members, healthcare entities, and law enforcement when needed. Contact will include but not be limited to: other public health agencies, Montana Department of Public Health and Human Services (DPHHS), healthcare entities, schools, daycares, congregate settings, as well as business and community members.

WORKING CONDITIONS AND ENVIRONMENT:

Physical Activity:

- Repetitive Motion: Never Occasionally Frequently Continually
(repeating movements of arms, hands and wrists)
- Talking: Never Occasionally Frequently Continually
(express or exchange ideas verbally)
- Hearing: Never Occasionally Frequently Continually
(perceive sound by ear)
- Seeing: Never Occasionally Frequently Continually
(obtain impressions through the eye)

Activity Level:

- Sedentary
(occasionally lift/carry up to 10 pounds or push/pull small objects; sits most of the time; infrequent to occasional walking/standing)
- Light
(frequently lift/carry/push/pull up to 10 pounds and/or occasionally lift/carry/push/pull up to 20 pounds; frequent walking/standing or sitting most of the time while using arms/legs to push/pull)
- Medium
(occasionally lift/carry/push/pull 20-50 pounds and/or frequently lift/carry/push/pull 10-20 pounds and/or continuously lift/carry/push/pull 10-20 pounds; occasional to frequent walking/standing)
- Heavy
(occasionally lift/carry/push/pull 50-100 pounds and/or frequently lift/carry/push/pull 20-50 pounds and/or continuous lift/carry/push/pull 10-20 pounds; occasional to frequent walking/standing)
- Very Heavy
(occasionally lift/carry/push/pull 100+ pounds and/or frequently lift/carry/push/pull 50+ pounds and/or continuous lift/carry/push/pull of 20+ pounds; occasionally to frequent walking/standing)

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.

Employee Signature

Supervisor Signature

Date

Date

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FOR OFFICE USE ONLY

JOB DESCRIPTION: APPROVED DENIED

SALARY SCHEDULE: ADMIN CLERK DISPATCH NURSE ROAD SHERIFF

Presiding Officer Signature

Date

COMMENTS: