GILA COUNTY HUMAN RESOURCES

JOB ANNOUNCEMENT

1400 E. ASH STREET, GLOBE, AZ 85501

POSTED: MAY 15, 2013
REVISED: JUNE 19, 2013
CLOSING DATE: JULY 3, 2013

DEPARTMENT: **Health & Emergency Services**

POSITION: **Communicable Disease/Environmental Health Specialist**

LOCATION: **Globe**

JOB CODE: **13-053**

ESSENTIAL FUNCTIONS, EXPECTATIONS, KNOWLEDGE, SKILLS, AND ABILITIES REQUIRED

Salary Minimum: $34,549 Salary Midpoint: $42,099

GENERAL SUMMARY:

The Communicable Disease Specialist promotes individual and population health by providing the essential services of public health within a variety of settings. Responsibilities include gathering, analyzing, and monitoring data regarding communicable diseases within Gila County and ensuring the implementation of timely disease intervention and surveillance strategies in accordance with state and federal guidelines to decrease the prevalence of such diseases.

ESSENTIAL FUNCTIONS:

- Implements the essential services of public health within assigned public health activities.
- Assists with implementation of multiple interventions and activities that promote health and prevent disease, in settings including, but not limited to all Health Department buildings/sites, homes, community organizations and businesses, schools, and the community in general.
- Investigates health problems and communicable disease hazards.
- Prevents, minimizes, and contains adverse health events and conditions resulting from communicable diseases; food-, water-, and vector-borne outbreaks; chronic diseases; environmental hazards; injuries; and health disparities.
- Provides targeted, culturally-appropriate information to help individuals and groups understand what decisions they can make to be healthy.
- Provides health promotion programs to address identified health problems.
- Educates individuals, groups, and organizations on the meaning, purpose and benefit of public health laws, regulations, and ordinances and how to comply.
- Provides information, interpretation, technical assistance and regulatory compliance advice to industry, the public, and other agencies for environmental codes, regulations and policies.
- Coordinates public health activities with higher level environmental investigators, agencies and jurisdictions.
- Conducts routine/required inspections or audits of restaurant's, pools, spas, and temporary food establishments to ensure compliance with current environmental codes, regulations and policies and provide technical and educational assistance.
- Responds to public complaints and inquiries on communicable disease matters.
- Coordinates notification of violations among other governmental agencies that enforce laws and regulations that protect the public's health.
- Collects samples, conducts field tests, collects and analyzes data and interprets results.
- Identifies communicable disease problems and recommends solutions to mitigate identified problems.
- Links individuals to available, accessible personal healthcare providers (i.e., a medical home) and other health and social services needed for health.

- Participates in the development, implementation and evaluation of long and short range plans for overall public health programs.
- Maintain, update and use computerized data management systems.
- Participates in research and demonstration projects that seek to improve the health of communities and determine new ways to address health issues.
- Participates in program development, implementation, coordination and support; may facilitate multidisciplinary and/or interagency teams.
- Ensures compliance with state practice guidelines, community standards of care, and Federal and State laws and regulations.
- Ensures a safe working environment by adhering to the standards set by Occupational Safety and Health Administration.
- Provides training, orientation and education to staff, students and other health and human service professionals in the community regarding public health practices.
- Assumes responsibility for professional growth and development required for Arizona Registered Sanitarian licensure, and that which is beneficial in the field of public health by pursuing education, participating in professional committees and work groups and contributing to a work environment where continual improvements in practice are pursued.
- Assists in community health improvement and maintains professional growth and development by participating in professional committees and work groups and contributing to a work environment where continual improvements in practice are pursued.
- Advocates for policies that lessen health disparities and improve physical, behavioral, environmental, social, and economic conditions in the community that affect the public's health.
- Educates individuals, organizations, and groups on the meaning, purpose, and benefit of public health laws, regulations, and ordinances and how to comply.
- Applies communication and group dynamic strategies in interactions with individuals and groups.
- Reports program performance, translating this information into program performance improvement action steps.
- Adheres to ethical principles in the collection, maintenance, use, and dissemination of data and information.
- Participates in individual, team, and Departmental quality improvement and evaluation activities.
- Performs public health emergency response duties in response to threats to the public's health; these may include but are not limited to, requirements to work longer shifts, nights and weekends and to perform duties different than the daily routines.
- Participates in Department and community emergency response training and drills in support of disaster preparedness.
- Performs other duties as assigned.

BEHAVIOR EXPECTATIONS:

- Treats others with courtesy and respect in all interactions.
- Responds with flexibility to changing needs.
- Manages multiple tasks and deadlines.
- Supports and promotes the department's vision, mission, and core values.
- Promotes team and organizational learning.

KNOWLEDGE, SKILLS AND ABILITIES REQUIRED:

- Bachelors of Science Degree in Biology, Chemistry, Epidemiology, or other related degree with a minimum of 30 semester hours of science.
- Arizona Licensure as a Registered Sanitarian within twelve (12) months of employment.
- 3 years of experience as an Environmental Health Practitioner preferred.

- Valid Arizona driver's license, current certificate of vehicle insurance, and access to reliable transportation to all assigned work locations.
- National Incident Management System (NIMS)/Incident Command System (ICS) 100 certification.
- National Incident Management System (NIMS)/Incident Command System (ICS) 300 certification within three (3) months of employment.
- Competency in relating public health science skills to the Core Public Health Functions and Essential Services of Public Health within three (3) months of employment.
- Proficiency in applying environmental sciences, public health, and environmental engineering principles.
- Proficiency in knowledge of standard surveillance and analysis software.
- Knowledge of federal, Arizona state and local environmental regulations within three (3) months of employment.
- Proficiency in identifying field occupational and environmental hazards and in applying worker safety procedures, safety procedures for handling hazardous and infectious materials, and cleanup standards for contamination problems.
- Proficiency in delivering environmental and other public health interventions required by specific programs within twelve (12) months of program assignment.
- Competency in communicating in writing and orally, in person, and through electronic means, with linguistic and cultural proficiency.
- Proficiency in adhering to ethical principles in the collection, maintenance, use, and dissemination of data and information.
- Proficiency in incorporating strategies for interacting with persons from diverse backgrounds.
- Proficiency in use of basic computer skills: email, word processing, use of spreadsheets established databases and spreadsheets, and internet searches.
- Acquires proficiency within three (3) months of employment in use of current Department and program-specific required databases including but not limited to Servicedesk, and Trakit.
- Acquires proficiency in applying knowledge of rules, regulations, and safety procedures for assigned public health activities within three (3) months of program assignment.
- Ability to work longer shifts, nights, and weekends to meet operational needs as determined by management.
- Ability to meet the physical demands of the Essential Functions:
  - Must be able to be fitted and wear NIOSH 95 mask.
  - 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.

WORKING CONDITIONS WHILE PERFORMING ESSENTIAL FUNCTIONS:

Work performed in the field is subject to conditions that range from inclement weather to dangerous conditions such as snow/ice, cold, heat, noise, wetness/humidity, vibration, sudden temperature changes, and poor illumination at the job site or due to travel on the job. Travel to and from field locations may subject worker to increased risk of driving hazards. Field locations may subject worker to communicable diseases, raw sewage, immobilizing mud, food service equipment, vectors (i.e. mosquitoes and ticks), fleas and chiggers, pathogens, snakes, poison ivy, toxins, hazardous materials, chemicals and animals. May occasionally need to relate to members of the public who exhibit challenging, atypical or hostile behaviors and/or communication

EQUIPMENT USED TO PERFORM ESSENTIAL FUNCTIONS:
Computer, Fax, copier, personal or county vehicle, environmental and public health equipment and supplies.

Reports to: Deputy Director of Health

Directs Work of: None

Blood borne Pathogen Risk Code: None __ Low __ Medium _x_ High

The above is intended to describe the general content of and requirements for the performance of this job. It is not to be construed as an exhaustive statement of duties, responsibilities or requirements. The principal duties and responsibilities enumerated are all essential job functions except for those that begin with the word "may".

NOTICE: APPLICANTS MAY BE REQUIRED TO FURNISH, AT THEIR OWN EXPENSE, DOCUMENTARY PROOF OF EDUCATIONS, CERTIFICATION, REGISTRATION, LICENSE OR ANY OTHER PROOF OF COMPETENCY AS REQUIRED IN THE OFFICIAL CLASSIFICATION DESCRIPTION OR ANNOUNCEMENT AND MAY BE REQUIRED TO UNDERGO PHYSICAL, PSYCHOLOGICAL AND/OR BACKGROUND INVESTIGATIONS AS A CONTINUING CONDITION OF EMPLOYMENT. FURTHER, APPLICANTS FOR POSITIONS REQUIRING OPERATION OF A COUNTY OR PERSONAL VEHICLE ON OFFICIAL BUSINESS MUST POSSESS AND MAINTAIN COUNTY OR PERSONAL VEHICLE OPERATORS LICENSE. GILA COUNTY DOES NOT DISCRIMINATE ON THE BASIS OF RACE, COLOR, NATIONAL ORIGIN, SEX, RELIGION, AGE OR DISABILITY, AND FAMILIAL STATUS IN EMPLOYMENT OR THE PROVISIONS OF SERVICE. AN EQUAL OPPORTUNITY/AFFIRMATIVE ACTION EMPLOYER.