GILA COUNTY HUMAN RESOURCES

JOB ANNOUNCEMENT

1400 E. ASH STREET, GLOBE, AZ 85501

POSTED SEPTEMBER 16, 2015
REVISED: SEPTEMBER 29, 2015
CLOSING DATE: OCTOBER 29, 2015

DEPARTMENT: **Health & Emergency Services**

POSITION: **Communicable Disease Specialist**

LOCATION: **Globe/Payson**

JOB CODE: **15-090**

ANNUAL SALARY: **$29,737-$40,888 DOE**

PURPOSE OF THE JOB

The purpose of this position is to assist with infectious disease epidemiologic activities of the Health Department by managing the surveillance programs, including routine reportable disease surveillance and response, healthcare provider outreach; assist nursing staff in outbreak investigations, data, management and health communication, including maintaining communicable disease protocols for disease reporting and investigation and compliance with state health department and federal regulations.

SUPERVISORY RESPONSIBILITIES

This position does not supervise other employees.

ESSENTIAL DUTIES AND RESPONSIBILITIES	% OF TIME SPENT
• Plans and maintains surveillance systems with health care providers in the County; oversees and coordinates public health disease surveillance systems used to detect infectious disease outbreaks; plans and maintains surveillance programs with school districts throughout the County.	20%
• Provides oversight of communicable disease surveillance and case investigations, outbreak investigations, data management, communicable disease protocols and procedures, and risk communication; investigates sources of communicable diseases; organizes and conducts field studies and disease surveillance to determine the patterns of disease in the community; coordinates the activities related to disease investigations and reporting; assures accurate disease reporting to the Health Department and compliance with state regulations.	20%
• Collects, reviews, and evaluates data including case reports, health statistics, demographic information and the results of laboratory tests to identify possible epidemiological trends, locations and sources.	20%
• Establishes and maintains effective working relationships with health professionals in the community such as physicians, veterinarians, nurses, laboratory personnel, and representatives of other agencies in order to facilitate the reporting of communicable diseases and follow up regarding communicable disease investigation; serves as a liaison with state health department and leader with community partners involved with communicable disease surveillance and response.	10%
• Participates in public health education and communication related to communicable diseases.	10%
• Serves as a member of the Public Health Emergency Preparedness and Emergency Management unified command teams; coordinates with the Health Services Nursing section regarding public health emergency events.	10%
• Assists with media requests, interviews and writing of articles under the direction of the County's health authority.	10%
• Performs other duties as assigned	

BUDGET RESPONSIBILITIES

This position has no responsibility over any types of budget.

PROJECT RESPONSIBILITIES

Provides project research and clerical support on quality assurance projects.

ORAL COMMUNICATION DUTIES

This position trains colleagues, explains County procedures or processes, participates in meetings, gives presentations and negotiates and persuades.

WRITTEN COMMUNICATION DUTIES

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This position creates or edits documents, internal memos, emails and reports.

INTERACTIONS WITH THE GENERAL PUBLIC

Interacts extensively with employees, customers, the general public, vendors, regulatory bodies, and other groups and/or individuals and Institutions over the telephone, by email, and/or in person.

INTERACTIONS SPECIFICALLY WITH CUSTOMERS

Always (More than 85% in a year).

MINIMUM EDUCATION REQUIRED

Bachelor's degree or demonstrated public health experiences performing work requiring considerable analytical skill and project follow-up in a clinical or medical services setting; or an equivalent combination of education, training and experience.

MINIMUM YEARS OF EXPERIENCE REQUIRED

One (1) year experience; or equivalent combination of education, training, and experience.

PROFESSIONAL CREDENTIALS REQUIRED

None

KNOWLEDGE REQUIRED

Basic statistical techniques and applications; business English and report writing; computer software for database and presentations, spreadsheets and mail merge; Epidemiological principles.

Infectious disease principles; methods of transmission, diagnosis, and treatment of communicable diseases; methods and techniques of disease surveillance and investigative; relevant resources applicable to communicable disease prevention and control; interviewing and motivating principles as they relate to disease control investigation; HIPAA laws and regulations governing investigation and control of communicable diseases.

SKILLS REQUIRED

Communicating effectively through writing, verbal communication and public presentation; supervision of volunteer personnel; demonstrated computer skill in M.S. Office (Excel spreadsheets, Word documents, mail merge, PowerPoint and Outlook); prepare reports or analyses of a technical nature; evaluating complex issues related to environmental and communicable diseases and preparing recommendations for their control; analyzing statistical information and risk factors, evaluating alternatives and reaching sound conclusions; preparing clear and concise reports, correspondence and other written materials; dealing successfully with a variety of individuals from various socio-economic, ethnic and cultural backgrounds.

ABILITIES REQUIRED

Ability to build coalitions with other emergency planning and health service providers throughout the county; work closely with Public Health Preparedness Coordinator to effectively assess, plan and implement bio-terrorism disaster plans throughout Gila County; provide training for staff, key public officials, and function as a distance learning coordinator; implement and maintain disease surveillance systems and programs in relation to infectious disease outbreaks, public health emergencies and terrorist events; coordinate public health preparedness activities; liaise with emergency planning and service providers regarding epidemiological events; prepare and present infectious disease presentations and training; ensure compliance with grant reporting requirements; interpret, apply and explain applicable laws, codes and regulations.

PHYSICAL DEMANDS

- May be required to stand to give presentations.
- Regularly sits to complete report and operate computers.
- May be required to lift work related materials of up to 25 lbs. in weight.
- Routinely requires dexterity for keyboard or mouse operations; operating laboratory equipment and tools.
- May be required to walk to and from work sites.

WORK ENVIRONMENT

Incumbents in this position spend time in office environment and outdoor areas. Work is performed in a laboratory environment and in the field when conducting investigations; uses sampling and testing equipment of the profession.

SAFETY RISK EXPOSURE

Incumbents in this position may become exposed to infectious diseases, blood-borne pathogens, body fluids, tissues and environmental samples.

PROTECTIVE GEAR & SAFETY MANUALS

Incumbents in this position are required to constantly follow written safety procedures and manuals relevant to the division or department. Constantly require the use of medical grade gloves; may be required to utilize bio-safety gear and protective footwear and/or masks.

CONSEQUENCES OF ERROR

Potential errors can cause inconveniences to other employees, and/or delays in related work areas. Delays of services are possible.

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