

POSITION DESCRIPTION

Classification:	Disease Intervention Specialist
Title:	Disease Intervention Specialist/Educator
Employee Name:	vacant
Program:	Tuberculosis Control and Refugee Health
Division:	Prevention Services
FTE:	1.0
FLSA:	Non-Exempt
Represented Status:	PTE – Allied Professional Health Unit
Salary Range:	17
Position Number:	474
Effective Date:	May 16, 2017
Revised from:	July 2014

Definition:

Under the direction of the Tuberculosis Control and Refugee Health (TB) Program Supervisor, Communicable Disease (CD) Manager, TB Control Officer, or designee, incumbent will be responsible for contact investigations, screening and targeted testing to identify people who have active or latent tuberculosis. Incumbent works closely with public health nurses, TB Control Officer, community to provide necessary screening, education regarding TB testing and prevention.

Incumbent identifies and interviews individuals who have been potentially exposed to TB or infected with TB, and documents investigations in required databases. Incumbent collaborates with internal staff, other local health jurisdictions and state TB staff to coordinate contact investigations and reporting.

Work is performed under limited supervision requiring independent judgment and discretion. The manager sets the overall objectives and resources available. The incumbent and supervisor work together to develop the deadlines, projects, and work to be completed. Incumbent is responsible for the work plans and carries out the assignment, resolves most conflicts that arise, coordinates work with others, and interprets policies on own initiative in terms of established objectives. Incumbent keeps supervisor informed of progress, potentially controversial matters, or far reaching implications. Work is reviewed in terms of feasibility, timeliness and efficiency, contact investigations initiated and completed with outcomes. Work is also evaluated for technical soundness and conformity to protocols, practice and policy.

Examples of Work Performed:

- Interviews and counsels individuals who are at risk for TB infection and elicits the names of contacts
- Administers and interprets tuberculosis (TB) skin tests (TST)
- Performs phlebotomy for TB blood testing
- Provides education, counseling and assistance as requested
- Prepares and maintains detailed case and contact records and conducts follow-up interviews
- Conducts follow-up and referrals to public health nurses to ensure examination and treatment compliance for individuals with active TB and latent TB infection (LTBI)

- Delivers public health orders to cease and desist from behaviors which pose a risk to public health
- Provides information to the public, educators and health care professionals about TB and LTBI
- Educates clients about health risks and promotes behavioral changes to reduce risks
- Ensures accuracy, completeness and maintenance of databases
- Maintains detailed records regarding interactions with patients
- Maintains confidentiality of client information at all time
- Participates as a member of a team working towards the mission of the Tuberculosis Control Program
- Assists other jurisdictions with contact investigations and outbreak investigations
- Interprets laboratory results for standard TB tests, and provides overview of recommended TB treatments
- Completes case reports, epidemiologic report forms and other required reporting.
- Collaborates with Washington State Department of Health (DOH) to improve targeted TB testing.
- Tracks and documents in a DOH-approved data system the outcome of contact investigations.
- Supports other Prevention Services Division staff with investigation work when surge capacity is needed
- Assists with development of policies and procedures on individual patient management, diagnosis and treatment guidelines, laboratory procedures, counseling techniques, public health statutes, and rules/regulations on reporting TB infections
- Keeps current with local, state, national and international disease trends and outbreaks.
- Acts as a consultant to other SHD staff on TB
- Participates in local or state public health meetings or other local partner meetings as appropriate
- Performs field visits to locate and interview clients.

Associated Duties:

- Performs other duties as assigned.

Knowledge, Skills and Abilities:

- Knowledge of TB etiology, manifestations, progression, diagnosis and treatment
- Knowledge of the transmission, prevention, and risk reduction of TB
- Knowledge of epidemiology, contact investigation, tracing, and notification of communicable diseases
- Knowledge of educational/prevention methods and techniques as applicable to people of diverse cultures and backgrounds
- Knowledge of medical terminology and medical chart review
- Knowledge of blood-borne pathogen control methods
- Knowledge of Universal (Standard) precautions and infection control practices.
- Knowledge of basic computer skills including ability to utilize database, spreadsheet and word processing software
- Knowledge of field investigation, interviewing and counseling techniques and principles.
- Knowledge of confidentiality and HIPAA guidelines and practices
- Knowledge of physical safety in the office and field
- Skilled in motivational interviewing and counseling, conducting interviews of a highly stigmatized nature
- Skilled in telephone and in-person interviewing to complete investigations with clients.
- Skilled in drawing blood
- Skilled in community-building and public educational presentations
- Ability to successfully conduct qualitative interviews and summarize data
- Ability to work independently and effectively and professionally within a team environment
- Ability to maintain confidentiality of patients

- Ability to gain the confidence of and establish rapport with diverse personalities and difficult-to-reach individuals
- Ability to establish and maintain effective working relationships with team members, staff, Health District officials, colleagues, other professionals and the public, especially high-risk populations.
- Ability to maintain work organization and time management
- Ability to keep accurate management of detail in data entry and case reporting within multiple medical records
- Ability to discuss sensitive and confidential health matters with clients in a compassionate and nonjudgmental, yet direct manner.

Job Location, Working Conditions, and Equipment Utilized:

Work may be performed in the clinic, at outreach sites, in clients' homes, work, schools, or other sites as needed; other travel may include local or statewide for meetings and other forums. The incumbent will also work in an office setting. Work requires ability to operate an automobile. Equipment utilized includes standard office equipment, desktop or laptop computer and audiovisual equipment. The use of laboratory equipment such as vacutainers and other specimen containers and handling of sharps is required for blood drawing. The incumbent may be exposed to individuals who are irate or hostile. The noise level in the work environment is usually moderate.

Required Physical Traits:

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this position. Reasonable accommodations may be made to enable individuals to perform the essential functions of the position.

- Sufficient mobility to access various work locations, including climbing stairs and otherwise gaining access to client homes, community facilities, and correctional facilities
- Ability to drive an automobile
- Sufficient manual dexterity and visual acuity to do charting, keyboarding, venipuncture, and performance of other job related tasks
- Ability to lift and carry 20 pounds
- Sufficient hearing and speech ability to communicate orally in person or on telephone
- Ability to remain seated for extended periods of time.

Education and Experience Required:

Education: A Bachelor's Degree in a health related field such as biology, microbiology, chemistry, counseling, psychology, behavioral science, public health, social science, health education or nursing.

Experience: One year experience working in Tuberculosis Control program or other closely related program

Or: In place of the above experience requirement, the incumbent may possess any combination of relevant education and experience which would demonstrate the individual's knowledge, skill, and ability to perform the essential duties and responsibilities listed above.

Licenses, Certifications and Other:

- Phlebotomist Certification or ability to successfully complete venipuncture training on the job within three months will be substituted for a valid nursing license to perform venipuncture in Washington State
- Ability to obtain clearance to work in jail/detention facility setting
- Valid Washington State Driver's license or ability to obtain one within 30 days of hire and a driving record which meets the requirements of Snohomish Health District's insurance carrier

- Washington State Patrol background check pursuant to RCW 43.43.830.

Acknowledgement: Position description reviewed by Employee and Manager

Employee Signature: _____ Date: _____

Program Manager Signature: _____ Date: _____

Division Director Signature: _____ Date: _____

Human Resource Signature: _____ Date: _____

The statements contained herein reflect general details as necessary to describe the principal functions of this job, the level of knowledge and skill typically required, and the scope of responsibility, but should not be considered an all-inclusive listing of work requirements. Individuals may perform other duties as assigned including work in other functional areas to cover absences or relief, to equalize peak work periods, or otherwise to balance the workload.