

## POSITION DESCRIPTION

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<b>Classification:</b>	Disease Intervention Specialist
<b>Title:</b>	Disease Intervention Specialist
<b>Employee Name:</b>	Vacant
<b>Program:</b>	Communicable Disease Surveillance and Response
<b>Division:</b>	Prevention Services
<b>FTE:</b>	1.0
<b>FLSA:</b>	Non-Exempt
<b>Represented Status:</b>	PROTEC17 - Allied Professional Health Unit
<b>Salary Range:</b>	17
<b>Position Number:</b>	686
<b>Effective Date:</b>	May 10, 2022
<b>Revised:</b>	N/A

### **Definition:**

Under the direction of the Communicable Disease (CD) Program Supervisor, or designee, incumbent will be responsible for performing disease investigation activities in the Communicable Disease program and contact investigations of individuals who have been potentially exposed to a notifiable condition.

The incumbent will interview clients with or potentially exposed to communicable diseases; collaborate with internal, other local health jurisdiction and state CD staff to coordinate case investigations. Interviews are conducted by phone. Incumbent will collaborate with community healthcare providers to provide consultation and education regarding disease protocols, and reporting. Incumbent will function as a part of the foodborne illness team, investigating complaints of foodborne illness.

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 clients diagnosed with or potentially exposed to communicable disease and elicits the names of contacts
- Educates clients about health risks and promotes behavioral changes to reduce risk
- Provides education, counseling, and assistance as requested
- Completes case reports, epidemiologic report forms and other required reporting.
- Ensures accuracy, completeness and maintenance of databases and client health records
- Participates in local or state public health meetings or other local partner meetings as appropriate
- 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

Position Description: ***Disease Intervention Specialist***

Page 2 of 4

- Supports other SHD staff with investigation work when surge capacity is needed

**Associated Duties:**

- Performs other duties as assigned.

**Successful incumbents for this position will have the:**

- Knowledge of communicable disease etiology, manifestations, progression, diagnosis and treatment.
- Knowledge of the transmission, prevention, and risk reduction of disease.
- 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 and infection control practices.
- 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 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 support the district's mission, vision, and organizational goals.
- Ability to demonstrate a commitment to valuing diversity and contributing to an inclusive working and learning environment.
- 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 is performed in a variety of settings, such as an office cubicle and various community-based settings utilizing agency vehicles, telephones, audio-visual equipment and other standard office equipment including a personal computer. The incumbent will generally work in an office setting or out in the community at various settings. The noise level in the work environment is usually moderate. Work may include traveling to community organizations such as schools, hospitals, clinics and social service agencies; other travel may include local or statewide for meetings and other forums. Travel is required to locations both in and out of the County, including some early morning and evening meetings, with potential for overnight travel for state meetings.

**Physical demands:**

The physical demands described below are representative of those that must be met by an employee to successfully perform the essential functions of the job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. Working conditions and physical demands vary by assignment.

- Requires manual and finger dexterity and hand-eye-arm coordination to write and to operate computers and a variety of general office equipment. Requires mobility to accomplish other desktop work, retrieve files, and to move to various District locations.
- Requires visual acuity to read computer screens, printed materials, and detailed information; specific vision abilities required by this classification include close vision, distance vision and color vision, peripheral vision, depth perception, and the ability to adjust focus.
- Required to use hand to eye coordination, handle, feel or operate objects, tools, or controls.
- May involve occasional kneeling, squatting, crouching, stooping, crawling, standing, bending, climbing (to stack, store or retrieve supplies or various office equipment or files).
- The incumbent is frequently required to stand and/or walk for extended periods of time; walk on uneven surfaces; sit; climb or balance; stoop, kneel crouch, or crawl; and smell in the performance of field and office duties.
- Duties require the incumbent to carry supplies and/or equipment up and down stairs as well as into and out of a vehicle on a daily basis. Lifting and carrying up to 20 pounds is required continuously, and up to 50 pounds occasionally.
- Requires ability to drive an automobile and/or have sufficient mobility to access various work locations.
- Requires the ability to communicate with others orally, face to face and by telephone.

**Skills for the position may be gained through education, certification, relevant job experience or a combination, such as:**

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 a Disease Control program or other closely related Program.

**Licenses, Certifications and Other Information:**

- Phlebotomist Certification or ability to successfully complete venipuncture training on the job within three months or a valid nursing license to perform venipuncture in Washington State (*preferred*)
- 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
- Successful completion of a background check pursuant to RCW 43.43.830

**Acknowledgement: Position description reviewed by Employee and Manager**

Employee Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Supervisor Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Assistant Director Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Division Director Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Human Resources Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Position Description: ***Disease Intervention Specialist***

Page 4 of 4

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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.