

POSITION DESCRIPTION

Classification:	Disease Intervention Specialist
Title:	Disease Intervention Specialist/Educator
Employee Name:	VACANT
Program:	STD/HIV/TB Programs
Division:	Prevention Services
FTE:	1.0
FLSA:	Non-Exempt
Represented Status:	PTE – Allied Professional Health Unit
Salary Range:	17
Position Number:	474
Effective Date:	March 8, 2019
Revised from:	July 2014

Definition:

Under the direction of the Communicable Disease (CD) Program Supervisor and in coordination with the Tuberculosis (TB) Control supervisor, incumbent will be responsible for performing disease investigation activities in the Sexually Transmitted Disease (STD)/HIV program and contact investigations of individuals who have been potentially exposed to TB.

The incumbent will interview clients with or potentially exposed to HIV and STDS; collaborate with internal, other local health jurisdiction and state STD/HIV staff to coordinate case investigations. Interviews may be conducted by phone or in-person in the office setting or by field visit. Incumbent will collaborate with community healthcare providers to provide consultation and education regarding STD/HIV testing, disease protocols, and reporting.

The incumbent will also perform TB contact investigations, screening and targeted testing to identify people who have active or latent tuberculosis. Incumbent works closely with public health nurses and the TB Control Officer to provide necessary screening. 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 clients diagnosed with or potentially exposed to communicable disease, including HIV, STDs, and TB and elicits the names of contacts
- Performs field visits to locate and interview clients

- Educates clients about health risks and promotes behavioral changes to reduce risk
- Draws blood for serological testing
- 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
- Performs field visits to locate and interview clients
- 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
- Collaborates with Washington State Department of Health to improve targeted disease testing
- Supports other SHD staff with investigation work when surge capacity is needed; assists other jurisdictions with contact and outbreak infections as requested

STD/HIV specific duties:

- Provides counseling, STD testing and referral services for named contacts of STD and HIV infected persons referred to SHD
- Works closely with healthcare providers to assure appropriate care and management of patients affected with STDs, including HIV
- Collects appropriate specimens when indicated for STD/HIV testing
- Interprets laboratory results for standard STD tests and recognizes recommended treatments for a variety of STDs
- Provides information to the public, educators, and health care professionals about STD and HIV

TB specific duties:

- Administers and interprets tuberculosis (TB) skin tests (TST)
- Tracks and documents in a DOH-approved data system the outcome of contact investigations.
- 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
- Interprets laboratory results for standard TB tests, and provides overview of recommended TB treatments
- Keeps current with local, state, national and international disease trends and outbreaks

Associated Duties:

Performs other duties as assigned.

Knowledge, Skills and Abilities:

- Knowledge of TB/STD/HIV 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 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. Working conditions and physical demands vary by assignment.

- Requires manual and finger dexterity and hand-eye-arm coordination to write and to operate computers (for example: charting) and a variety of general office equipment. Requires mobility to accomplish other desktop work, retrieve files, and to move to various locations throughout Snohomish County. Required to use hand to eye coordination, handle, feel or operate objects, tools, or controls (for example: venipuncture).
- 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 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 (for example; climbing stairs, gaining access to client homes, community facilities and correctional facilities).

- Duties require the incumbent to carry supplies and/or equipment up and down stairs as well as into and out of a District vehicle.
- Lifting and carrying up to 20 pounds is required continuously, and up to 50 pounds occasionally with or without assistance (example: a box of copy paper).
- Requires the ability to communicate with others orally, face to face and by telephone.

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 a Disease 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 or 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
- Background check pursuant to RCW 43.43.830.

Acknowledgement: Position description reviewed by Employee and Manager

Employee Signature: _____ Date: _____

Program Supervisor Signature: _____ Date: _____

Assistant Division Director Signature: _____ Date: _____

Division Director Signature: _____
 _____ Date: _____

Human Resources 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.