

POSITION DESCRIPTION

Classification:	Disease Intervention Specialist
Title:	Disease Intervention Specialist/Educator
Employee Name:	VACANT
Program:	STD/HIV Program
Division:	Prevention Services Division
FTE:	1.0
FLSA:	Non-Exempt
Represented Status:	PTE – Allied Professional Health Unit
Salary Range:	17
Position Number:	TBD
Effective Date:	February 13, 2017
Revised from:	September 2014, February 1, 2018

Definition:

Under the direction of the Communicable Disease (CD) Program Supervisor, or designee, incumbent will be responsible for investigating reported, suspected and potential cases of sexually transmitted diseases (STDs) and HIV, counseling, testing and referral (CTR) for identified populations as well as case follow up and partner contact investigations, analyzing case information, and documenting investigations in required databases.

Incumbent will interview clients with or potentially exposed to communicable diseases, including 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.

Work is performed under limited supervision requiring independent judgment and discretion. The manager sets the overall objectives and resources available. The incumbent and supervisor, in consultation with the WA State Department of Health field representative, 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, partner indexes and limited negative outcomes.

Examples of Work Performed:

- Interviews clients diagnosed with or potentially exposed to communicable diseases, including HIV and sexually transmitted diseases (STDs).

- Provides confidential counseling, testing, and referral services for named contacts of STD and HIV infected persons upon referral from private physicians, hospitals, local health jurisdictions and other sources.
- Draws blood for serological testing or collects other appropriate specimens when indicated.
- Interprets laboratory results for standard STD tests, and recognizes recommended treatments for a variety of STDs.
- Completes case reports, epidemiologic report forms and other required reporting.
- Performs education to individuals and populations at risk for sexually transmittable diseases.
- Offers comprehensive counseling to persons with newly identified HIV infection.
- Collaborates with Washington State Department of Health (DOH) to improve targeted HIV testing.
- Collaborates with community partners to increase the availability, accessibility, and utilization of pre-exposure prophylaxis (PrEP) to high-risk individuals; refers high-risk individuals to providers for PrEP.
- Works closely with private physicians and other healthcare providers to help assure appropriate care and management of patients infected with STDs, including HIV; obtains STD-related medical history as appropriate and assists with obtaining appropriate tests and treatment for patients when needed.
- Maintains STD/HIV surveillance system for reportable STDs, including laboratory screening.
- Initiates re-engagement in care services with individuals living with HIV infection who are identified locally or by WA State DOH as out of care.
- Tracks and documents in a DOH-approved data system the outcome of referrals.
- Performs Court ordered testing for adjudicated juveniles and adult offenders as per procedures in WA State law and rules.
- Performs substantial and Good Samaritan exposure consultation and referrals.
- Investigates reports of behaviors presenting imminent danger to the public
- Supports other CD 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 STD infections.
- Keeps current with local, state, national and international disease trends and outbreaks.
- Acts as a consultant to other SHD staff on HIV or sexually transmitted diseases.
- 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 the transmission, prevention, and risk reduction of STDs and HIV
- 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 interviewing and counseling techniques and principles.
- 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.
- Skilled in motivational interviewing and counseling, conducting interviews of a highly personal nature
- Skilled in community-building and public educational presentations.
- Skilled in telephone and in-person interviewing to complete investigations with clients.
- Skilled in drawing blood
- 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 communicate/work effectively and professionally within a team environment.
- 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 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 and community 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 STD or HIV 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 alternative on venipuncture training on the job within six 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.