

## POSITION DESCRIPTION

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<b>Classification:</b>	Communicable Disease Supervisor
<b>Title:</b>	CD Supervisor
<b>Employee Name:</b>	<b>VACANT</b>
<b>Programs:</b>	Communicable Disease Surveillance and Response, HIV, STD, and Viral Hepatitis Outreach programs
<b>Division:</b>	Prevention Services Division
<b>FTE:</b>	1.0
<b>FLSA:</b>	Exempt
<b>Represented Status:</b>	Non-Represented
<b>Salary Range:</b>	20
<b>Position Number:</b>	627
<b>Effective Date:</b>	December 4, 2018
<b>Revised From:</b>	April 2018

**Definition:**

Under direction of the Prevention Services Assistant Director or designee, this position supervises the agency's Communicable Disease Surveillance and Response programs, provides consultative and technical assistance on communicable disease issues, and serves as a liaison to community partners and internal cross-purpose teams in support of the Snohomish Health District (district) endeavors.

This incumbent is responsible for program supervision including personnel, contract deliverables, and fiscal data for quality, efficiency and appropriateness. Incumbent provides oversight of the 24/7 Communicable Disease response requirements at the district.

Work is performed under limited management and requires independent judgment and discretion. The Assistant Director or designee sets the overall objectives and resources available. The incumbent develops the deadlines, projects, and work to be completed. The 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. The incumbent keeps the Prevention Services Assistant Director informed of progress, potentially controversial matters, or far-reaching implications. Work is reviewed in terms of feasibility, compatibility with other work, or effectiveness of results.

**Examples of Work Performed:**

- Assist in interviews; make recommendations to hire; plan, assist, direct, and evaluate work in progress and upon completion; assess training/educational needs of staff and facilitate appropriate training/education; provide performance reviews; recommend and carry out disciplinary actions within scope of classification, up to and including the level of oral warning; address complaints; resolve problems; and approve/schedule leave time
- Assign work to staff, monitor the work of staff and make adjustments in workloads as appropriate
- Initiate the development of program policies, procedures, and protocols for assigned programs
- Develop and monitor program goals and objectives; assure services are delivered in an efficient, cost-effective, and productive manner

- Provide input in the development of the annual budget for assigned programs; review and monitor monthly budget reports
- Assess, identify, plan, develop, implement and evaluate activities to improve communicable disease rates and to address disease control issues
- Promote the reporting of notifiable conditions with health care providers, laboratories, and veterinarians
- Participate on community-based coalitions and collaborations to address communicable disease issues
- Coordinate and develop disease control activities and updates that promote education and knowledge for health care providers
- Serve as a liaison to and resource for providers; provide consultative and technical assistance on notifiable conditions
- Conduct staff meetings to promote team building and to facilitate interaction and communication among team members
- Participate in long-range planning for the Prevention Services Division
- Assist Communicable Disease Surveillance and Response staff to find vaccine resources for disease prophylaxis
- Work collaboratively with management staff and other district staff in the event of a communicable disease outbreak or other emergency

**Associated Duties:**

- Perform other duties as assigned
- May fill in for Assistant Director in Assistant Director's absence

**Knowledge, Skills and Abilities:**

- Knowledge of the theories, principles, techniques, and practices of public health and population-based services
- Knowledge of current laws and practices affecting notifiable conditions and disease control
- Knowledge of principles of effective outreach to diverse populations
- Knowledge of the principles and practices of supervision including contract and budget monitoring, planning, program analysis and evaluation
- Knowledge of quality improvement processes
- Knowledge of safety policies, practices, and personal protective equipment
- Skilled in presenting complex information in a clear and effective manner
- Skilled in effectively organizing, prioritizing and coordinating work assignments
- Skills in mentoring and coaching employees, and helping others improve or develop new skills
- Skilled in computer operation and a variety of software including word processing, spreadsheet, database and other applications related to the area of assignment
- Skilled in performing tasks within area of assignment
- Ability to apply sound independent judgment, creativity and logical thinking to obtain potential solutions to unique problems and to make reasoned decisions within the scope of knowledge and authority or refer to the appropriate person.
- Ability to use tact, discretion, respect and courtesy to establish and maintain effective working relationships with co-workers, volunteers, officials, representatives of other agencies and businesses, and diverse members of the public.
- Ability to read, understand, interpret and appropriately apply the terminology instructions, policies, procedures, legal requirements and regulations pertinent to the area of assignment.
- Ability to assure that confidentiality is maintained as required and sensitive information is handled appropriately.
- Ability to fulfill the commitment of the District to provide outstanding customer service.
- Ability to be attentive to detail, consistently follow written and oral instructions and guidelines, and maintain a high degree of accuracy and complete records.

- Ability to work both independently and cooperatively within a collaborative team-oriented environment.
- Ability to maintain current knowledge for assigned areas and adapt to new technologies, keeping technical skills up to date
- Ability to think strategically and listen effectively
- Ability to provide leadership, counsel, motivation and constructive performance reviews to staff
- Ability to establish and maintain relationships with staff, other health districts/departments, colleagues, healthcare providers, school officials, stakeholders, and the public
- Ability to communicate effectively, orally and in writing, to a variety of audiences
- Ability to plan, organize, coordinate, and supervise programs and to develop results-oriented goals and objectives
- Ability to coordinate actions with staff and involved parties during communicable disease outbreaks

### **Job Location, Working Conditions and Equipment Utilized:**

Work is performed primarily indoors in an office environment. The noise level in the work environment is usually moderate. Work may include traveling to other facilities such as other local or state public health facilities, hospitals, clinics, schools, and community partner agencies. The incumbent may be exposed to individuals who are irate or hostile. Typical business office machinery and equipment used include, but are not limited to personal computer, telephone, fax, copier, calculator, and projector.

### **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 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 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.
- 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: Bachelor's Degree in a health related field such as nursing, biology, or epidemiology; and

Experience: Four (4) years of progressively responsible and relevant professional Public Health experience, including two (2) years of communicable disease control or closely related field, and a minimum of one (1) year of supervisory/management experience

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

**Licenses, Certifications and Other:**

- Registered Nurses must have a valid Washington State registered nurse license
- A Master's degree in Nursing, Public Health, Epidemiology, or other closely related discipline, *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
- Background check pursuant to RCW 43.43.830

**Acknowledgement: Position description reviewed by Employee and Division Director**

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

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

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

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

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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.