



**WINNEBAGO COUNTY HEALTH DEPARTMENT  
JOB DESCRIPTION**

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|------------------------------------|-------------------------------------|
| <b>Job Title:</b>                  | Disease Intervention Specialist III |
| <b>Center:</b>                     | HP                                  |
| <b>Reports to:</b>                 | Director of Health Protection       |
| <b>FLSA Status:</b>                | Non-Exempt                          |
| <b>Grade Level:</b>                | 15                                  |
| <b>Date Created/last reviewed:</b> | November 2015                       |

**POSITION SUMMARY**

**ESSENTIAL FUNCTIONS:**

The Disease Intervention Specialist III promotes individual and population health by conducting disease surveillance activities in accordance with Illinois Communicable Disease Control Laws and Department policy in a variety of settings. Responsibilities include a broad scope of chronic and communicable disease investigation, client interviewing, education and risk reduction counseling; consultation with, and provision of technical assistance to, health care providers, as well as public health interventions related to community health improvement priorities.

**Leadership and Systems Thinking**

- Incorporates ethical standards of practice into all interactions with individuals, organizations, and communities.
- Describes public health as part of a larger inter-related system of organizations that influence the health of populations at local, national, and global levels.
- Collaborates with individuals and organizations in developing a shared vision of a healthy community with incorporation of prevention, healthy equity, continuous quality improvement, evidence-based practice, and innovation.
- Describes needs for professional development (e.g., training, mentoring, peer advising, coaching)
- Contributes to a work environment where continuous quality improvements in service and professional practice are pursued.
- Participates in professional development opportunities

**Public Health Sciences**

- Intakes and counsels clients who are at risk for or have communicable and/or chronic diseases.
- Conducts field investigations to locate and contact infected or potentially infected/affected or impacted (chronic) clients; conducts pre- and post-testing counseling and makes referrals to health care providers as appropriate.

- Completes epidemiological investigations of communicable diseases and/or clusters of chronic diseases in order to prevent further transmission of disease.
- Prepares, submits and maintains records for local, state and federal agencies as per policy or protocol appropriate for specific disease or condition.
- Maintains confidentiality of all records data and information as required by department or state regulation.
- Ensures compliance with relevant state practice guidelines, community standards of care, and Federal and State laws and regulations.
- Conduct follow-up and referrals to ensure examination and treatment compliance for infected, exposed and at-risk individuals and makes other health and social services referrals as needed for client's health.

### **Community Dimensions of Practice**

- Suggests community partners and relationships that may be needed to improve the health of the community.
- Establishes and maintains relationships with community partners to facilitate trust
- Strives to ensure community input is used for developing, implementing, evaluating, and improving policies, programs, and services.
- Delivers health promotion programs to address identified communicable and chronic disease.
- Provides health information, interpretation, technical assistance and regulatory compliance advice to individuals, groups, and organizations from the general public, health and other agencies regarding disease control regulations and policies.
- Provides orientation other WCHD staff and public health education/technical assistance to students and other health and human service professionals in the community regarding communicable and chronic diseases and public health practices.

### **Analysis and Assessment**

- Describes the social determinants of health and their impact on communicable diseases.
- Adheres to ethical principles in the collection, maintenance, use and dissemination of data and information.
- Demonstrates critical thinking skills throughout the assessment and analysis process.
- Applies evidence-based decision making in addressing communicable disease prevention, outbreak and control.
- Interprets laboratory tests and other diagnostic testing results.
- Identifies patterns of disease including time and space relationships.

### **Policy Development and Program Planning**

- As needed, coordinates disease intervention activities with public health professionals and investigators from other agencies and jurisdictions, including, but not limited to, the Illinois Department of Public Health and the Centers for Disease Control and Prevention.
- Ensures the development, implementation and updating of policies, procedures, federal and state requirements as well as quality assurance/improvement systems.

- Evaluates and continuously improves procedures, processes, and interventions delivered by assigned staff by developing and maintaining mechanisms to monitor and evaluate effectiveness and quality.
- Ensures evaluation of policies, programs, and services.

### **Communication and Cultural Competency**

- Utilizes appropriate methods for interacting effectively and professionally with persons of all ages and from diverse cultural, socioeconomic, educational, racial, and ethnic, sexual orientations, lifestyles and physical abilities.
- Describes the expression of diversity within Winnebago County and the impact of diversity on policies, programs, services, and health of the community.
- Ensures that the literacy of populations served is reflected in the Communicable Disease policies, programs, and services.
- Evaluates approaches for disseminating public health data and information regarding communicable and chronic diseases.
- Delivers targeted, culturally-appropriate information to help individuals and groups understand health protection and disease prevention information, policies, regulations and local code.
- Utilizes appropriate methods for interacting effectively and professionally with persons of all ages and from diverse cultural, socioeconomic, educational, racial, and ethnic, sexual orientations, lifestyles and physical abilities.
- Adheres to ethical principles and Winnebago County and Winnebago County Health Departments' policy in the collection, maintenance, use, and dissemination of data and information.

### **Financial Planning and Management**

- Contributes to the development and preparation of proposals for funding from external resources for disease prevention initiatives and programs.
- Collaborates in activities such as time studies that contribute to the development of budgets and the efficient use of resources.
- Contributes to and uses performance management systems for individual, program, and organizational improvement.

### **Other**

- Performs public health emergency response duties as assigned and consistent with training provided, in response to threats to the public's health consistent with job classification.
- Participates in Department and community emergency response training and drills in support of public health emergency and disaster preparedness consistent with job classification.
- Assumes responsibility for own professional growth and development by pursuing education, participating in professional committees and work groups and contributing to a work environment where continual improvements in practice are pursued.
- Performs other duties as assigned consistent with job classification.

**BEHAVIOR EXPECTATIONS:**

- Treats others with courtesy, respect and a caring manner in all interactions.
- Continually looks for, suggests and works on better ways to conduct work.
- Promotes client rights and ensures confidentiality and privacy at all times.
- Be open to new ideas and changes; encourages others to do the same.
- Willingly flexes to meet changing workload demands and priorities.
- Treats each employee as an equal and valued member of the team and works cooperatively with other employees to complete work.
- Regular attendance is required as need to accomplish job functions.

**KNOWLEDGE, SKILLS AND ABILITIES REQUIRED:****Education, Licensure, Certifications, Experience**

- Bachelor's Degree in Science or Social Work.
- Two (2) years' experience working with populations served by Public Health programming.
- Successful completion of WCHD HIPAA and Blood Borne Pathogens Trainings.
- Successful completion of the Illinois Department of Public Health's "OHP Data Security & Confidentiality Training" within one (1) month of employment.
- Must participate in assigned trainings, including on-line training in the National Incident Management System (NIMS) offered through the Federal Emergency Management Agency to obtain the following certifications:
  - Within six (6) months of employment: ICS 100, ICS 200, ICS 700, and ICS 800
- Certification by the Illinois Department of Public Health in HIV pre- and post-test counseling, partner notification and Center for Disease Control/STD Disease Intervention Specialist course required within nine (9) months of employment.
- Valid driver's license, current certificate of vehicle insurance, and access to reliable transportation to all assigned work locations.

**Leadership and Systems Thinking Skills**

- Knowledge of human relations, problem solving, conflict resolution, negotiation, decision making, critical, and analytical thinking skills.
- Incorporates systems thinking into public health practice through team building, group facilitation, leadership, and development of trust and capacity within the center, across the Health Department, and among community partners.
- Knowledge the principles of mentoring, peer advising, and coaching for public work force development.

**Public Health Sciences Skills**

- Demonstrated ability in relating data and quality initiatives to the core Public Health functions and essential services of Public Health.

- Demonstrated ability in the application of federal, Illinois state, and local governmental privacy and confidentiality including HIPAA regarding individual and population data.
- Knowledge of the core functions and essential services of public health
- Knowledge of national public health accreditation standards and Illinois requirements for certified local health departments.

#### **Community Dimensions of Practice Skills**

- Knowledge of the methods and information used to identify population health status in the use of methods and instruments for collecting valid qualitative and quantitative data.
- Understanding of the difference of the roles between the role of governmental and non-governmental organizations in the development of partnerships and the delivery of community health services through the participation of key stakeholders

#### **Analysis and Assessment Skills**

- Knowledge of data management and quality improvement tools and application to health improvement initiatives at the population level.
- Demonstrated ability to adhere to and assure ethical principles in the collection, maintenance, use, and dissemination of data and information.
- Knowledge of quality improvement principles and their application to public health standards to population interventions.

#### **Policy Development and Program Planning Skills**

- Knowledge of planning, implementation, and evaluation techniques used in public health.
- Demonstrated understanding of the implications of policy options.

#### **Communication and Cultural Competency Skills**

- Demonstrated ability to communicate effectively including in person, through print and electronic means.
- Knowledge that cultural, social, and behavioral factors play a significant role in the accessibility, availability, and delivery of public health.
- Knowledge of strategies for interactions with individuals and groups from diverse backgrounds.
- Demonstrated ability to apply teaching methods and techniques for presenting material and engaging a wide variety of audiences in learning experiences including but not limited to group process and facilitation; print and electronic educational materials; and formal presentations using a wide range of audio visual equipment.

#### **Financial Planning and Management Skills**

- Understanding the general financing of public health.
- Demonstrated ability in problem solving, decision making, critical and analytical thinking skills.

## **Other**

- Must successfully complete a pre-employment/post offer drug screen.
- Must successfully complete a pre-employment/post offer background check, which may include; criminal and civil claims, credit report, finger printing, etc.
- Proficiency in use of advanced computer skills: email, word processing, databases and spreadsheets, and internet searches.
- Proficiency in the Health Department/County's data systems including but not limited to Access, Cornerstone, INEDSS, Epi Info, Foxfire, and GIS within 3 months of hire.
- Ability to work longer shifts, nights, and weekends to meet operational needs as determined by management.
- Ability to meet the physical demands of the Essential Functions. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.
  - Engages in the following movements: Sitting, standing, walking, reaching and writing/typing frequently; climbing, balancing, stooping, kneeling, crouching, lifting, fingering, grasping, and feeling occasionally.
  - Must be able to lift and/or move up to 10 pounds frequently and 30 pounds occasionally.
  - Hearing ability sufficient enough to communicate with others effectively in person and over the phone
  - Visual ability must be sufficient enough to read documents, computer screen and drive a car.
  - Must be able to be fitted and wear NIOSH 95 mask, in conjunction with emergency preparedness.

### **TOOLS AND EQUIPMENT USED**

Must be able to use multi-line telephone, mobile phone, fax machine, copy machine, calculator, computer, scanner and printer.

### **WORK ENVIRONMENT**

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job the employee works in a typical office environment. The employee is exposed to noise from close working conditions and significant work pace/pressures.