

COMMUNICABLE DISEASE COORDINATOR

Division: Health Protection

Immediate Supervisor: Assistant Public Health Administrator

Blood borne Pathogen Risk Classification: 1

Fair Labor Standards Act (Exempt Status): E

Salary Schedule Pay Grade: 8

Updated: June 2018

Approved: December 2008

As with any public sector employment, job descriptions, performance standards, and duties assigned are subject to change dependant on funding allocation and community expectations.

Summary of Duties:

1. Reviews records, gathers and compiles data to determine the scope of communicable disease problems in local health department jurisdiction; requests assistance of private physicians, public and private local health organizations and school health officials in reviewing medical records to determine needs.
2. Coordinates educational and informational programs to inform the public of the community's communicable disease prevention needs; enlists the support of community groups for sponsoring disease prevention programs.
3. Investigates communicable disease outbreaks in conjunction with local medical providers, institutions and other agencies; determines size and severity of the resulting health threat and initiates appropriate action to minimize public injury.
4. Performs all program duties as assigned for the coordination and completion of grant requirements for LHPG Communicable Disease, Lead, and PrEP programs; including developing and maintaining all related policies, procedures, and standing orders.
5. Ensures maintenance of equipment for use in local health programs. Orders and is accountable for vaccine, supplies and educational materials, as needed.
6. Supervises volunteer workers assisting in communicable disease activities; may also supervise and train subordinate personnel working in the same communicable disease control program or in a separate parallel program.
7. Organizes mass immunization clinics; encourages and coordinates participation of local medical personnel in endorsing and assisting clinic operation; gives injections as required under standing or specific medical orders.
8. Responsible for ensuring that all billing for public health services is completed in compliance with Knox County Health Department Financial Policies and Procedures.
9. Seeks out program related knowledge through continuing education and independent study.
10. Completes data analysis and compiles reports for management use according to grant requirements and management requests.
11. Performs other duties as assigned.

Minimum Qualifications:

Certification of graduation from a school of nursing approved by the Department of Professional Regulations; and an Illinois license as a Registered Nurse by examination; and successful completion of applicable communicable disease and sexually transmitted disease training programs approved by the Illinois Department of Public Health within one (1) year of employment; or

Certification of graduation from a school of nursing approved by the Department of Professional

Regulations; and an Illinois Licensed Professional Nurse by examination; and a minimum of 5 years of experience working in a public health communicable disease role; and successful completion of applicable communicable disease and sexually transmitted disease training programs approved by the Illinois Department of Public Health within one (1) year of employment.

Essential/Non-Essential Functions:

Under supervision conducts communicable disease control programs. Provides assistance and information to interested community groups and organizations. Revises programs as needed to meet local area needs.

Knowledge of the means of transmission of various communicable diseases within one (1) year of employment. Knowledge of the methods and procedures used in locating, isolating and reporting cases of communicable diseases within one (1) year of employment, as documented by successful completion of IDPH and CDC training program.

Demonstrates public health practices and theories to provide comprehensive direct services to individuals, families, special interest groups, schools, etc. in the clinic and home environment situations.

Interacts with families and professional associates in accordance with local health department policies.; as well as the ability to establish and maintain effective working relationships with employees, other agencies, and the public.

Possess ability to, within scope of practice, make independent judgments, provide educated instruction and clarification of program procedures to staff.

Demonstrates ability to perform nursing procedures professionally and in a non-judgmental manner while maintaining biohazard precautions, and displays compliance while enforcing OSHA Blood borne Pathogen Standards.

Applicants are subject to, and must pass, a full background check.

Physical/Mental Attributes:

Requires the ability to perform thorough patient assessments, utilizing tactile, visual, and auditory senses. Must be able to walk, stand, and manipulate medical instruments in completion of tasks. Must be able to write and operate a keyboard.

Must have a valid driver's license and be able to drive a vehicle.

Must be efficient and able to organize and prioritize multiple tasks. Works well independently and as a team member. Handles assigned tasks with minimal supervision. Demonstrates the ability to develop therapeutic relationships with clients, and professional relationships with co-workers and with staff from other agencies.

Performance Standards:

Performance will be measured in accordance with the Knox County Health department approved evaluation tool and established work performance standards.

Administrator Signature

Employee Signature