

PUBLIC HEALTH PROGRAMS COMMUNICABLE DISEASE INVESTIGATOR

Division: Health Protection
Immediate Supervisor: Public Health Programs Director
Bloodborne Pathogen Risk Classification: 1
Fair Labor Standards Act (Non Exempt Status): NE
Salary Schedule Pay Grade: 5

Updated: June 2020
Created: December 2015

Summary of Duties:

1. Reviews records, gathers and compiles data to determine the scope of coronavirus 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. Conducts educational and informational programs to inform the public of the community's coronavirus prevention needs.
3. Investigates coronavirus outbreaks in conjunction with State of Illinois and local medical providers, and other agencies; determines size and severity of the resulting health threat and initiates appropriate action to minimize public injury.
4. Participate in all training to learn procedures for contact tracing; including, use of appropriate software and tracking databases.
5. Contact patients who have been newly diagnosed with COVID-19 to provide support and gather information.
6. Communicate with all contacts and resource agencies in a professional and empathetic manner.
7. Contact all individuals identified as contacts to discuss their potential exposure.
8. Provide contacts with information about how to separate themselves from others who have not been exposed and how to monitor themselves for illness.
9. Contact each person under active monitoring daily for identified quarantine or isolation period to check that there is no onset of symptoms.
10. Maintain ongoing contact with Director and provide regular activity updates.
11. Deliver isolation and quarantine orders to positive patients and contacts.
12. Assemble and deliver care kits to positive patients and contacts.
13. Under guidance of Division Director, conducts smaller community or mass testing or immunization clinics; encourages and coordinates participation of local medical personnel in endorsing and assisting clinic operation; provides tests or injections as required under standing or specific medical orders.
14. Uses learned public health nursing practice, theories, and principles to provide direct services to individuals, families, special groups, and schools in clinic, home and community environment.
15. Complies with OSHA blood borne pathogens regulations, as required by law.
16. Assist Director in the development and implementation of the Knox County Community Health Improvement Plan
17. Performs other duties as assigned.

Minimum Qualifications:

Certification of graduation from an accredited school of nursing; and a minimum of Illinois license as a Licensed Practical Nurse. Requires a keen interest in community health issues and knowledge of professional nursing theory and practice.

- Ability to understand and follow oral and written instructions.
- Ability to exhibit a professional, positive attitude and work ethic
- Excellent interpersonal skills required and ability to interact professionally with culturally diverse individuals during a time of crisis and distress
- Ability to show empathy to distressed individuals
- Excellent organizational and communication skills
- Ability to speak, read, and write English
- Critical thinking and sound judgment required
- Ability to handle confidential information with discretion and professionalism
- Proficiency with computers

Performance Standards:

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

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

Classified as grant contingent, this position is a result of funding from the Federal government or the State of Illinois. Subsequently, obligations of the Knox County Health Department regarding these grant contingent staff position cease immediately and without penalty should applicable funding cease to be appropriated.

Administrator Signature

Date

Employee Signature

Date