



CASCADE COUNTY

Job Vacancy Announcement

Submit all application materials to:
Cascade County Human Resources Department
325 2nd Ave N #108
Great Falls, MT 59401

Applications available at the Cascade County Human Resources Dept., www.cascadecountymt.gov or Job Service.

Position: Disease Investigation Specialist
Schedule: Full-time with Benefits
Department: City-County Health Department

Salary: \$17.88-18.84 per hour DOE
Closing Date: Open Until Filled

Education/Experience/Training:

- Associate's Degree in Health Science, Public Administration, Communication, Public Safety, **or** 2 years of relevant experience in Community Health, Public Health or related field.
- Experience in program development, public relations, public speaking, and health education preferred.

Certifications:

- Valid driver's license issued by the State of Montana.

Computer:

- Intermediate to advanced software knowledge in Excel, Access, Word, Outlook and the ability to learn and adequately operate CCHD software applications.

JOB SUMMARY

The Disease Investigation Specialist (Specialist) at the City-County Health Department (CCHD) that provides support to and performs activities associated with the CCHD's chronic and communicable disease prevention and control program with an emphasis on communicable disease investigations and contact tracing. The Specialist is responsible for the development, implementation and evaluation of local public health education/risk reduction programs, performs a variety of activities related to the communicable disease investigations and control, COVID-19, STD, Hepatitis C, Rabies and Foodborne Illnesses programs/services, performs public health surveillance activities, assists and/or initiates planning and implementation of program-based outreach activities and addresses public inquiries with regard to program-related issues. The Specialist is further responsible for conducting program-related interviews, collects, making appropriate referrals for testing, clinical testing and other support services, compiling program statistical data while compiling with CCHD policies and procedures regarding confidentiality and data security for the handling of sensitive client information and protected health information and performing other related duties as required or assigned.

ESSENTIAL JOB DUTIES AND RESPONSIBILITIES

Provides support to and performs activities associated with the CCHD's chronic and communicable disease prevention and control program with an emphasis on communicable disease investigations and contact tracing; Develops, implements, and evaluates local public health education/risk reduction programs; Performs activities, including but not limited to, the following programs/services: communicable disease investigations and control; COVID-19; STD; Hepatitis C; Rabies, Foodborne Illnesses; Completes program-related and CCHD required reports in a timely, accurate and efficient manner while properly prioritizing and conducting multiple investigations simultaneously; Performs efficient, timely and effective public health surveillance activities; Assists and/or initiates planning and implementing program-based outreach activities; Provides health related counseling on the prevention of communicable disease and health education and guidance in order to interrupt ongoing disease transmission, including but not limited to, laboratory-confirmed, probable and suspected diagnoses of COVID-19 and people (contacts) who may have been exposed to the virus through close contact with a person diagnosed with COVID-19; Makes appropriate recommendations for isolation/quarantine, testing, clinical services and other support services, as indicated; Assesses and evaluates public inquiries and responds to such inquires and/or makes appropriate referrals in accordance with established protocols; Conducts interviews of individuals which includes assessment of disease, exposure risks, symptom history and current health status, education and appropriate follow-up plans, list of close contacts and active history while infectious; Collects data, compiles accurate statistical information, and prepares accurate records and reports; Maintains effective, professional and positive communication and interaction with other County departments, other County employees, community agencies/partners and the general public; Strictly adheres to and complies with the Blood-Borne Pathogen Exposure Control Plan at all times; Strictly adheres to and complies with practices of universal precaution at all times; Works with people of all ages with diverse backgrounds and lifestyles and accepts, communicates and interacts clients in a non-judgmental, empathetic manner. Actively seeks and utilizes the most current program specific information; Performs other related duties as assigned or required.

Knowledge and understanding of:

Program planning, development and implementation; Program-related public health principles and practices; State and local program-related resources; Current COVID-19, Foodborne Illness, Rabies & STD disease information; Communicable disease prevention and control methods, techniques and principles; Applicable public health laws; HIPAA and CCHD privacy and security rules; Modern office equipment, practices, and procedures; Microsoft Office software including Word,

Excel, Internet, and Outlook; County/CCHD rules, procedures, and functions; County/CCHD safety rules, procedures and practices.

Skills in:

Interpersonal communication and interaction and customer service; Microsoft Office and online databases and creating reports; Establishing professional and effective working relationships with other County departments, employees, Federal and State agencies, private agencies and the general public; Working with individuals with diverse social economic and cultural backgrounds in an empathic, non-judgmental, respectful and professional manner; Reviewing and analyzing data.

Ability to:

Practice good public relations and customer service and display sound judgment and decision making skills within established policies and procedures; Make independent decisions, accept responsibility and be self-motivated; Engage in effective organization and time management, multi-task and maintain concentration during frequent interruptions and meet challenges with resourcefulness through original thinking and creativity; Accurately record and log time and activities and demonstrate a high attention to details; Follow procedures of universal precautions; Communicate professionally and effectively, orally and in writing; Understand and follow oral and/or written policies, procedures and instructions; Establish and maintain professional and effective working relationships with fellow employees, supervisors and the general public; Proficiently operate a computer and achieve knowledge of additional computer applications as needed to complete required job duties; Adhere to and enforce HIPAA and maintain and enforce strict confidentiality and compliance with multiple privacy and security rules; Communicate information in a professional, effective and courteous manner; Read, review, analyze, compile, comprehend information and materials; Employ and enforce safety practices and procedures; Meet challenges with resourcefulness through original thinking and creativity; Observe work hours and demonstrate punctuality; Work collaboratively with management, co-workers, multiple agencies and organizations; Adapt to changes in the work environment, delays and/or unexpected events, manage competing demands by changing approach or methods to best fit situation; Respond appropriately to an emergency or crisis situation; Observe established lines of authority; Identify problems that adversely affect the organization and its functions and offer positive suggestions for improvement; Practice interpersonal communication and conflict resolution; Work independently and as a team member with minimal supervision; Organize and prioritize tasks and work environment to maximize efficiency; Perform other related duties as assigned or required.

The successful applicant shall serve a 6-month probationary period and will have a criminal background check conducted. The results thereof may disqualify the applicant from consideration for employment with the county.

This position is covered by and subject to the Collective Bargaining Agreement by and between Cascade County and MFPE.

Notice to Applicants: Applicants who are claiming Veteran's or Handicap Preference must provide a DD-214 Discharge Document (Part 4) or DPHHS Handicap Certification and Employment Preference Form with their application for employment so Cascade County may apply the preference during the selection process.

Cascade County makes reasonable accommodations for any known disability that may interfere with the applicant's ability to compete in the recruitment and selection process or an employee's ability to perform the essential duties of the job. For Cascade County to consider such arrangements, the applicants must make known any needed accommodations.

CASCADE COUNTY IS AN EQUAL OPPORTUNITY EMPLOYER