

# SARPY/CASS

## Health Department

<b>Position Title:</b>	Disease Surveillance Specialist				
<b>Agency Unit:</b>	Health Prevention				
<b>Reports to:</b>	Assistant Health Director	<b>Supervises:</b>	None		
<b>Employment Status:</b>	Full-time 40 hours/week	<b>FLSA Status:</b>	Exempt		

**Position Summary:** The Disease Surveillance Specialist (DSS) provides investigation, prevention, and control of communicable diseases to improve health status and prevent illness. The DSS is responsible for program planning, implementation, evaluation, and assuring compliance with state guidelines and policies for communicable disease control.

**Essential Duties:** Under general supervision, the DSS performs the following essential duties within the framework of the Department’s provision of the core functions and essential services of public health:

- Investigate reported, suspected, and confirmed cases of reportable communicable and physiological diseases, including sexually transmitted infections (STI), as received from health care providers, laboratories, other health departments, schools, and the general public.
- Interview and counsel infected and exposed individuals in person and by telephone and gather information as a follow-up measure to ensure the individual is aware of the condition, symptoms of the condition, measures to prevent transmission, and the treatment available.
- Record all required disease interview and investigation information, notes, and case reports into Department–designated disease-specific electronic database(s) for later compilation and analysis.
- Complete, update, and file required federal, state, and county reports for each suspected and confirmed case and other conditions in an accurate and timely manner.
- Provide care coordination, follow-up and make referrals to client’s physician and to other agencies for community resources as needed.
- Document client assessment and intervention data in medical records. Uses established medical record forms, databases, and documentation practices.
- Obtain and complete appropriate client consent forms; ensure client confidentiality and maintain orderly records. Follow state and federal laws that govern the release of health care information.
- Collect school surveillance data and serve as a liaison between school health nurses and the Department.
- Gather, organize, interpret, and maintain data for program monitoring, reporting, evaluation, and improvement.
- Evaluate outcomes, effectiveness of plans, and makes changes as necessary.
- Collect real time information on symptoms that may indicate local disease outbreaks through syndromic surveillance in area schools, nursing homes, hospitals, and physician’s offices.
- Implement current disease control measures during a local disease outbreak.

- Establish an on-going relationship with local medical providers to include, but not limited to, doctors, nurses, pharmacists, laboratory personnel, and hospital, school, county government, state agencies, and day care staff.
- Write and submit reports in an accurate and timely manner.

**Additional Duties:**

- Promote and facilitate the incorporation of Departmental core values, vision, mission, and strategic initiatives into daily service delivery.
- Develop a working knowledge of other Department services and programs and provide information to the public as appropriate.
- Assume responsibility for own professional growth and development by pursuing education, participating in professional committees/work groups, and contribute to a work environment where continual improvements in service and professional practice are pursued.
- Search for funding opportunities and assist in the development of grant proposals, work plans, goals and objectives related to existing and future programs/projects.
- Adhere to all HIPAA and Department confidentiality and privacy policies and practices.
- Establish and maintain effective working relationships with coworkers, stakeholders, governmental officials, and the general public. Resolve conflict.
- Represent the Department by serving on various committees, coalitions, and community alliances related to program areas or as assigned by Health Director or designee.
- Attend trainings, courses, seminars, and conferences, as approved or assigned by Health Director or designee, to maintain knowledge of current trends and to develop skills necessary to assure duties are performed satisfactorily.
- Participate in needs assessments, strategic planning, accreditation, evaluation, and quality improvement processes. Employ data-driven decision-making to determine pertinent program priorities, goals, and objectives.
- Perform computer input and retrieval functions utilizing a variety of hardware and software programs.
- Prepare accurately and maintain various records, reports, correspondence, and other Departmental documents including mileage reports and time sheets.
- Present submissions for posting on the Department's website and other social media platforms.
- Assist in training and orientation of new employees.
- Participate in public health emergency response training, as assigned, and respond as directed in a public health emergency.
- Perform other duties as assigned.

**Qualifications:**

*Education and Experience:*

- Bachelor's degree in public health, biological sciences, natural sciences, epidemiology, community health, nursing, business or public administration, or another related field.
- Directly related work experience in public health, health promotions and/or communicable disease control preferred.
- Exceptional writing and interpersonal communication skills are essential.

- Applicants fluent in both English and Spanish preferred.
- Proficient in Microsoft Office computer applications. Experience/training utilizing database, statistical, and graphics software desired.

- General:*
- National Incident Management System (NIMS)/Incident Command System (ICS) 100, 200, 700, and 800 certifications within six (6) months of employment.
  - Complete the CDC's Basic Principles of Epidemiology course within six (6) months of employment.
  - Complete the CDC's Advanced Principles of Epidemiology course within one (1) year of employment.
  - Must possess a valid driver's license at the time of hire and maintain it throughout the course of employment.
  - Must possess own mode of transportation.
  - Successful completion of a criminal records check and drug screen test.
  - Non-tobacco user.

- Knowledge, Skills and Abilities:*
- Knowledge of the core functions and essential services of public health.
  - Knowledge of communicable disease transmission, control, and prevention.
  - Knowledge of epidemiological principles, including monitoring, surveillance, incidence, distribution and controlling disease outbreaks.
  - Knowledge of disease prevention, health promotion, lifestyle risk reduction education, and public health research methods.
  - Knowledge of methods, practices, and techniques used in ascertaining public health problems and health education needs.
  - Knowledge of the geography of Sarpy and Cass counties.
  - Ability to handle potentially hazardous materials and specimens in a safe manner.
  - Ability to make professional decisions within the framework of Department policy, and perform all duties with efficiency, thoroughness, accuracy, and attention to detail.
  - Ability to interpret and apply infection control measures and treatment recommendations, regulations, and guidelines.
  - Ability to assess, organize, and prioritize work assignments and meet deadlines.
  - Ability to understand and communicate effectively utilizing the English language both verbally and in writing, including use of proper grammar, vocabulary, spelling, and punctuation.
  - Ability to effectively present information, data, and statistics both verbally and in written communications.
  - Ability to understand and follow verbal and written instructions.
  - Ability to communicate, deal effectively and courteously with individuals of all ages and from a wide range of social and economic backgrounds, including those who may be irate.
  - Ability to perform accurate mathematical calculations.
  - Ability to conform to scheduling demands that may include weekends, emergency call-in, and varied days, hours, and shifts.

- Ability to work independently with a minimum level of supervision after completing training and probationary period.
- Ability to operate a motor vehicle safely and in compliance with traffic laws and regulations, in the performance of job duties.

**Work Environment:**

Work is generally performed indoors in an office setting, community sites or clients' homes and workplaces, but may occasionally be performed outdoors. The incumbents schedule may involve varied days, hours, weekends, holidays, and call-ins. Work may be fast-paced when dealing with multiple priorities, frequent interruptions, irate or uncooperative individuals, and emergency situations. Work also involves contact with, or exposure to, inclement weather conditions when traveling to various locations in Sarpy and Cass counties.

Work requires physical activity, including extended periods of sitting, standing, walking, kneeling, bending, crouching, reaching, stopping, and climbing. Noise level is typically moderate. An incumbent must have the ability to frequently lift and/or carry clients, supplies, and other materials weighing up to 25lbs., and occasionally lift and/or carry clients, supplies, and other materials up to 50 lbs.

Duties also require the ability to tolerate contact with or exposure to adverse socio-economic conditions, offensive odors, blood borne pathogens, other body fluids, and infectious diseases/materials requiring careful procedures and protections to avoid unnecessary exposure.

Frequent fine motor movement of fingers, hands, and wrists with gross motor movement of elbows and arms as well as hand-eye coordination and manual dexterity are necessary and required. Required sensory abilities include vision, hearing, and touch. Visual abilities, correctable to normal ranges, include close, distance, and color vision as well as depth perception and the ability to adjust focus. Communication abilities include talking and hearing within normal ranges.

Due to the need for all Department personnel to respond to public health emergencies, all personnel must be fitted and able to wear a NIOSH 95 mask.

**Limitations and Disclaimer:**

The above job description is meant to describe the general nature and level of work being performed; it is not intended to be construed as an exhaustive list of all responsibilities, duties, and skills required for the position.

Employees will be required to follow any other job-related requirements and to perform other job-related duties requested by Sarpy/Cass Health Department in compliance with Federal and State Laws.

Requirements are representative of minimum levels of knowledge, skills and/or abilities. To

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perform this job successfully, the employee must possess the abilities or aptitudes to perform each duty proficiently. Continued employment remains on an “at-will” basis.

All job descriptions are subject to possible modification to reasonably accommodate individuals with disabilities in compliance with the Americans with Disabilities Act and any other applicable Federal and Nebraska law. Some requirements may exclude individuals who pose a direct threat or significant risk to the health and safety of themselves or other employees.

The Sarpy/Cass Health Department retains the right to modify or change the essential and additional duties of the job at any time.

I have read and understand the duties and responsibilities for which I am responsible. The duties, responsibilities and minimum requirements have been reviewed with me and I have received a copy.

\_\_\_\_\_  
Employee’s Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Health Director’s Signature

\_\_\_\_\_  
Date