

## **Disease Intervention Specialist**

Blaine County has an opening for a Disease Intervention Specialist. Applicants may pick up a job description and an Application from the Blaine County Human Resource Office on the 3<sup>rd</sup> floor of the Blaine County Courthouse or from Job Service, in Havre, MT. The job description and application are also available online at [www.blainecounty-mt.gov](http://www.blainecounty-mt.gov). All applicants must use a Blaine County Application. Applications must be submitted to the Blaine County Human Resource Office. **POSITION IS OPEN UNTIL FILLED.**

Blaine County is an Equal Opportunity Employer.

**BLAINE COUNTY  
POSITION DESCRIPTION**

**POSITION:** Disease Intervention Specialist

**DEPARTMENT:** Blaine County Health Department

**ACCOUNTABLE TO:** Lead Local Public Health Official, Lead Public Health Nurse

**REVISED:** October 12, 2020

**SUMMARY OF WORK:** The Disease Intervention Specialist studies the occurrence of various diseases and conducts investigations to prevent their spread. This position will assist the county's Public Health Officer to coordinate investigations of communicable disease, such as STIs and COVID-19. This work includes conducting client interviews, case investigations, contact tracing, and collection of data for surveillance and reporting. This position will also assist with the development of appropriate response protocols, data tracking and analysis, and communication with stakeholders. This position may serve as the point of contact for the BCHD with certain stakeholders. Duties will also include responsibility for a variety of Public Health Emergency Preparedness (PHEP) grant deliverables.

This position is full-time, Monday through Friday. The individual must be willing to work variable hours, including early mornings, nights, and weekends. Funding for the position has the potential to be extended beyond September 2022.

**JOB CHARACTERISTICS:**

**Nature of Work:** The Disease Intervention Specialist will perform professional duties requiring frequent contact with community partners and community members to share health education information. The professional in this role will have the responsibility to advise people and must maintain absolute confidentiality of information as directed by the Government Healthcare Information Act and policies of the Blaine County Health Department.

The Disease Intervention Specialist will work in varied settings, but primarily work is generally performed in an office setting. There are extended periods of sitting when using computer, telephone, and other office equipment. There may be stretching, bending, some lifting and climbing stairs.

To prevent communicable disease, the professional will be asked to perform nursing duties including vaccine administration, injection services and collection of lab specimens

under our standing orders. Standard Operation Procedures as well as best practices and standards of care will be followed and maintained through during these tasks.

**Supervision Received:** The Disease Intervention Specialist receives supervision as needed from the Lead Local Health Official, the Lead Public Health Nurse, the Local Health Officer. However, the position is often self-directed in performance of duties and will frequently work independently on projects and must be able to prioritize and complete tasks with minimum supervision.

**Essential Functions (Major Duties or Responsibilities):**

- A. Active Participant in Communicable Disease Surveillance and Response (65%)**
- Conduct timely investigations with people with confirmed or suspected communicable diseases such as STIs and COVID-19.
  - Manage patient panels of those with confirmed or suspected diseases under investigation using established protocols including ongoing interviews and patient follow up, tracking of relationships/contacts, case management and documentation.
  - Coordinate referrals to clinic settings for specimen collection and/or additional healthcare needs based on established protocol.
  - Provide coaching, education, and advocacy to increase likelihood that health and safety protocols are followed for improved individual health, as well as slowing and preventing the spread of disease through the population.
  - Communicate effectively and responsibly by establishing rapport, assertively confronting issues, and resolving patient concerns.
  - Document surveillance data such as health indicators, risk factors, and disease surveillance information.
  - Coordinate and manage special surveillance and screening activities during emerging disease events under established protocol and supervision of the Public Health Officer.
  - Monitors trends, risk factors, and prevention interventions of communicable diseases in the county.
- B. PHEP Grant Deliverables (15%)**
- Assist in accomplishing grant related deliverables
  - Maintains periodic reporting to various stakeholders.
  - Assists with designing and conducting basic program evaluation activities.
  - Assists with writing and providing content for grant reports.
- C. Education (10%)**
- Develops and conducts various trainings or education sessions related to community public health with a variety of stakeholders including medical professionals, school staff and students, and community members.

- Participates in consultation with state and local health stakeholders in the development of surveillance systems.
- Provides assistance on issues regarding surveillance, interventions, and data interpretation.

**D. Other Duties** (10%)

- Responds to public health emergencies as needed.

**Working Conditions:** Duties are primarily performed both in the field and in the office environment. Some physical effort, including lifting, is required. The Disease Intervention Specialist must have visual, physical, and technical ability to independently use a computer (including multiple programs required for reporting and documentation), photocopier, scanner and fax machine, sphygmomanometer, as well as vaccination storage and administration supplies; requires occasional stooping, kneeling, crouching; requires regular standing, walking, sitting, talking and hearing. Limited automobile driving and overnight travel required.

**JOB REQUIREMENTS:**

**Knowledge, Skills and Abilities (Behaviors):**

Required for the first day of work:

- Excellent “people skills” including the ability to assertively solve problems and clearly state expectations in stressful situations.
- Ability to interact effectively with people of all social, cultural, and educational backgrounds.
- Demonstrated ability to protect confidential health information
- Ability to identify problems and utilize evidence-based practices to develop and implement solutions.
- Ability to combine pieces of information to form conclusions.
- Excellent written and oral communication skills for a variety of audiences.
- Comfort with use of spreadsheets and basic data collection, organization, and analysis.

**Special Requirements:**

Valid driver’s license

Active Montana Nursing License

**EDUCATION AND EXPERIENCE:**

1. Degree in Community Health, Public Health, Epidemiology, Nursing, or a closely related degree
2. Active unencumbered Montana nursing license (LPN or RN)
3. One year of job-related experience in public health preferred.

4. Valid driver's license, automobile insurance, are required.
5. Other combinations of directly related education and experience may be considered on a case-by-case basis.

**JOB PERFORMANCE STANDARDS:** Evaluation of the Disease Intervention Specialist will be based primarily upon performance of the preceding requirements and duties. Examples of job performance criteria include, but are not limited to, the following:

- Performs assigned duties
- Accurately maintains documentation and reporting as required by department and statute
- Accurately reports time towards tasks
- Competently prepares and submits all monthly, quarterly, and annual reports as directed
- Demonstrates the knowledge, skills and abilities necessary to perform work satisfactorily
- Completeness, accuracy, and neatness of work
- Effective communication and professional skills
- Performs work with efficiency, consistency, and timeliness
- Ability to perform independently without constant supervision
- Sets goals, puts forth effort to reach them
- Ability to work with fellow employees, as well as the public, and adapt to change
- Maintains good department image and morale
- Personal characteristics, as shown in relationships with co-workers, supervisors, visitors, and telephone manners
- Adherence to the County policies to ensure they are met
- Judgment and common sense
- Ability to maintain confidentiality and discretion
- Overall work performance
- Observes work hours and demonstrates punctuality

**Disease Intervention Specialist  
Position Fact Sheet**

Work Week:	Monday – Friday, 8:00 – 5:00. Modification of work week may occur depending on weather conditions and is at the discretion of the supervisor
Salary:	\$18.00 - \$23.00 DOE*
Health Insurance:	Employee single rate insurance premium paid by the County. A variety of plans are available. Employees have the option to add family members at employee's expense.
Dental Insurance:	Available at employee's expense
Vision Insurance:	Available at employee's expense
Retirement:	Public Employee Retirement System (PERS) 7.9% Contribution of Employee Wages 8.47% Contribution by County
Vacation Leave:	Employee earns 10 hours per month (eligible for use after 180 days of continuous employment)
Sick Leave:	Employee earns 8 hours per month (eligible for use after 90 days of continuous employment)
Probationary Period:	12 Months