



# FLATHEAD COUNTY, MONTANA

## Position Vacancy Announcement

POSITION: COMMUNICABLE DISEASE INVESTIGATION SPECIALIST

DEPARTMENT: HEALTH DEPT

If you have any questions about this position vacancy please call: 406-751-8109

NUMBER OF POSITIONS OPEN: 1

BARGAINING UNIT: MFPE #520

FULL TIME     REGULAR  
(YEAR ROUND POSITION)

STARTING WAGE: \$21.91    per hour

PART TIME     SEASONAL

SALARY AT:

1 Year Step    \$23.00    per hour

2 Year Step    \$23.37    per hour

3 Year Step    \$23.75    per hour

TEMPORARY

VISIT [https://flathead.mt.gov/human\\_resources/downloads.php](https://flathead.mt.gov/human_resources/downloads.php) FOR BENEFIT INFORMATION.  
SEE ATTACHED JOB DESCRIPTION.

APPLY FOR THIS POSITION AT FLATHEAD COUNTY'S WEBSITE:  
[https://flathead.mt.gov/human\\_resources/apply/](https://flathead.mt.gov/human_resources/apply/)

ALL COMPLETED APPLICATIONS MUST BE SUBMITTED ELECTRONICALLY THROUGH FLATHEAD COUNTY'S WEBSITE BY 5:00 PM ON THE CLOSING DATE. Paper, faxed or email applications will not be accepted.

Flathead County's pre-employment process includes reference checks and criminal history checks. A record of criminal conviction will not necessarily bar you from employment. Depending on the position, the pre-employment process may also include skill testing and drug/alcohol testing.

FLATHEAD COUNTY IS AN EQUAL OPPORTUNITY EMPLOYER

*Flathead County is an equal opportunity employer. Flathead County shall, upon request, provide reasonable accommodations to otherwise qualified individuals with disabilities.*

*This job description is intended to reflect core areas of responsibility and an incumbent employees' knowledge and skill set needed to complete those functions. This document is not intended to catalog each individual duty; employees are routinely called upon to address emerging employer requirements in alignment with individual work units and assignments of jobs. The job description does not constitute an employment agreement between the employer and employee and is subject to change by the employer as the needs of the employer change.*

<b>Job Title:</b>	Communicable Disease Investigation Specialist	<b>Job Code:</b>	13690
<b>Department:</b>	Population Health	<b>Pay Grade:</b>	Health 6 or 9
<b>Reports to:</b>	Population Health Manager and Emergency Preparedness/Communicable Disease Coordinator	<b>FLSA Status:</b>	<input checked="" type="checkbox"/> Non-Exempt <input type="checkbox"/> Exempt

**Department Overview:** The Flathead City-County Health Department is a public health agency providing certain statutorily-mandated services and other contracted services to people who reside in or visit Flathead County. The divisions of the Health Department offering primary prevention services include: Environmental Health Services, Community Health Services, Population Health Services and the Flathead County Animal Shelter. Primary health care services are provided through Flathead Family Planning and Flathead County Home Health. Environmental Health services provided include food safety, water quality and land use development and air quality. Community Health services include immunization services, maternal, infant and early childhood managed care programs and the Women Infant and Children (WIC) program. Population Health services offered include communicable disease prevention and control, cancer screening, tobacco use prevention, injury prevention and public health preparedness. The Flathead Family Planning clinic is operated under Title X of the Public Health Service Act. Flathead County Home Health is a licensed home health care agency offering professional care services to homebound patients.

**Job Summary:** Under supervision of the Population Health Manager and Emergency Preparedness and Communicable Disease Coordinator, the Communicable Disease Investigation Specialist performs a variety of professional and administrative services within the department to promote and maintain individual, group, and community health, primarily related to communicable disease investigation. Collaborates with the communicable disease program, including surveillance, follow-up of communicable diseases, public educations, data collection, training, and compliance. Coordinates participation in community health activities and provides presentations on health topics. Contact with individuals in healthcare situations may involve exposure to illness and disease. Responsibilities of Grade 9 individuals will also include vaccinations and medication dispensing as needed for tuberculosis and other communicable disease activities.

**Essential Functions:** *These duties are the essential functions are not all-inclusive of all duties that the incumbent performs.*

**Grade 6 and Grade 9:**

- Investigation, prevention, and reporting of diseases including:
  - General Communicable Disease (enteric, respiratory, zoonotic)
  - Hepatitis

- Lead
- Sexually Transmitted Diseases
- Tuberculosis
- Vaccine Preventable Diseases
- Coordinate public health reporting and response within the Rabies Control Program, including active collaboration between entities such as local authorities, providers, and victims.
- Enteric and respiratory outbreak investigation and mitigation in schools, daycares, and healthcare facilities. This includes site visits to facilities and daily communication with organization/facility staff while outbreak is active.
- Investigates and follows up on reportable communicable diseases to ensure appropriate prevention, treatment, control, and reporting; discusses findings with the team and records all findings appropriately.
- Participates in surveillance, case and outbreak investigations, and response to limit the spread of diseases.
- Interviews and counsels clients who are at risk for or have a communicable disease.
- Coordinates with public health and community providers to maintain quality control of surveillance data.
- Communicates with medical providers and necessary stakeholders to ensure appropriate follow-up is completed.
- Responds to calls from members of the public, health care providers, child care centers, schools, and other stakeholders regarding communicable disease concerns; responds to phone and email inquiries from the public and medical providers.
- Provides consultation, outreach, and patient education about communicable diseases to a diverse community.
- Prepares, submits, and maintains detailed records for local, state, and federal agencies.
- Collaborate/communicate with other Department divisions in response to enteric outbreaks and other emergency preparedness activities
- Routinely distribute communicable disease updates as well as urgent infectious disease matters to local partners
- Attend meetings with Department staff and healthcare partners to report out on communicable disease activities and updates
- Maintain records and reports of outbreak findings and submit cluster/outbreak reports in appropriate reporting timelines to Montana Department of Public Health and Human Services.
- Refer more complex questions and complaints to supervisor or higher-level epidemiologists.
- Works productively with other staff members.
- Investigates other diseases and performs other communicable disease work as assigned by the Population Health Manager and/or the Emergency Preparedness/Communicable Disease Coordinator.
- Performs other such duties and functions as are necessary or incidental in the performance of this position.

**Additional Grade 9 (BSN RN) Functions:**

- Administer immunizations to infants, senior citizens, program participants, and the public.
- Dispense medication as needed for tuberculosis and other communicable disease activities.
- Adhere to established nursing procedures and agency Bloodborne Pathogen Exposure Control policies at all times.

- Provide answers to health-related questions and a variety of health information to the public upon request.

**Non-Essential Functions:**

- Perform the duties outlined in the department's disaster manual in the event of a disaster or public health emergency.
- Perform other duties as assigned including but not limited to managing special projects, preparing activity reports, maintaining records, attending meetings and conferences, providing backup for other staff, participating in on-going training, etc.

**Physical Demands and Working Conditions:** *The demands and conditions described here are representative of those the employee must meet to perform the essential functions of the job.*

- Requires typical range of motion and physical agility associated with the operation of equipment required to fulfill the duties of this position.
- The employee has occasional to frequent contact with body fluids and appropriate personal protective equipment is required.
- May be required to lift up to 15 pounds frequently and occasionally up to 50 pounds.
- Work is conducted in an office and in varied settings while investigating outbreaks in various congregate living facilities during all types of weather conditions.
- May risk exposure to various infectious diseases and hazardous materials during the course of outbreak. Personal protective equipment will be required upon entering these circumstances.

**Supervision Exercised:** This position does not regularly supervise other County staff. The position may provide training and guidance to employees with less experience, or coordinate special projects as directed.

**Knowledge, Skills, and Abilities:**

- This work requires knowledge of the principles and practices of public health prevention services including: communicable disease and surveillance; infection control; follow-up of communicable diseases; public education; data collection; training; compliance; in-person assessments; community resources, record keeping and basic computer skills.
- Ability to assume full responsibility for the quality and integrity of investigation decisions and follow-up until the situation or issue has been resolved.
- Ability to analyze, evaluate, and implement a reasonable course of action based on available information and the ability to maintain relationships and establish rapport with volunteers, providers, staff and consumers.
- Ability to effectively communicate with the elderly population and general public, both in person, by phone, and through email or writing.
- Ability to communicate effectively both verbally and in writing.
- Ability to comprehend written material and accurately document facts related to essential job functions.
- Ability to comprehend, recall, and apply facts related to essential job functions.
- Ability to operate spreadsheets, databases, and standard office software.

- Physically perform the outbreak investigations and carry out investigative techniques.
- Possess the personal attributes and physical ability to perform the work without hazard to self or others.

**Education and Experience:**

**Grade 6 Requirements:**

- Requires a Bachelor's of art or science degree in an applicable course of study.
- Experience with accessing local resources, navigating health, behavioral health, and/or substance abuse treatment systems, and excellent communication, documentation, time management, and organizational skills strongly preferred.
- Experience in infection control is preferred.

**Grade 9 Requirements:**

- Bachelor's degree in nursing from accredited university school of nursing including academic and experiential preparation in public health nursing. The program must be accredited by the National League for Nursing.
- Possession of a current license to practice as a registered nurse in the State of Montana.
- Possession of a valid Montana driver's license, proof of insurability, and safe driving record.

**Pay Classification:** Individuals with a Bachelor's degree will be placed at Grade 6 in the Health Department matrix. Registered Nurses with a Bachelor of Science Degree will be placed at Grade 9 in the Health Department matrix.

Action Adopted	Date 10/12/2021	Reference Commissioners' Minutes
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