

Canton City Hall, Third Floor  
218 Cleveland Avenue, S.W.  
P.O. Box 24218  
Canton, Ohio 44701-4218  
Hours: 8:00 a.m. - 5:00 p.m.

**CIVIL SERVICE COMMISSION**  
**CITY OF CANTON, OHIO**  
Phone: (330) 489-3360  
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# OPPORTUNITY FOR EMPLOYMENT

THE CIVIL SERVICE COMMISSION OF CANTON, OHIO

ANNOUNCES

COMPETITIVE MERIT EXAMINATION FOR:



AN EQUAL OPPORTUNITY EMPLOYER

DATE OF ISSUE: **November 29, 2017**  
NO: **M21-17**  
**CORRECTION**

**CLASSIFICATION TITLE**  
**Disease Intervention Specialist**  
**(Canton City Health Department)**

**SALARY RANGE**  
**\$43,419 - \$64,873**

### FILING OF APPLICATION

Application must be made on the open application form available in the office of the Canton Civil Service Commission, Canton City Hall, 3<sup>rd</sup> Floor, 218 Cleveland Ave. SW, Canton, OH 44702, or application may be printed from [www.cantonohio.gov](http://www.cantonohio.gov) under "City Government" click on "City Services" and then on "Civil Service". Application may be mailed or brought to the office, making sure that all necessary documentation is included. Application, clear copy of current Ohio Nursing License (if applicable) and clear copy of valid driver's license required with completed application and must be on file no later than **Wednesday, December 20, 2017 at 3:00 p.m.**

This is an open examination. To be eligible for the position under this examination, all applicants must be a U.S. Citizen or have legally declared their intention of becoming a U.S. Citizen. Applicants must possess a current, valid driver's license and must be a registered nurse with a current Ohio Nursing License and may be required to take a physical examination by a licensed physician.

### CANDIDATE EVALUATION

Candidates will be evaluated on their education, and work experience.

### EDUCATION

Applicants meeting the minimum requirements will be assigned an initial basic score of 70%. Applicants possessing a higher degree will receive additional points.

### WORK EXPERIENCE

For each complete year of work experience in the areas of their bachelor's degree will receive additional points.

### MINIMUM QUALIFICATIONS

Graduate of an accredited College or University with a Bachelor of Science in Nursing, Social work, Psychology, Sociology or related field. Must have a valid driver's license.

### PRFERRED QUALIFICATIONS

General awareness of public health level of care and Canton City Health Department services. Understanding of Ohio Administrative Code (OAC) and Ohio Revised Code (ORC) law regarding disease investigation.

### ESSENTIAL KNOWLEDGE, SKILLS, AND ABILITIES

Knowledge of the following: communicable disease etiology, manifestations, progression, diagnosis and treatment; medical and drug terminology laboratory testing procedures; field investigation, interviewing and counseling techniques and principles, personal safety techniques, confidentiality guidelines, computer operation or the ability to learn how to use a microcomputer, communications skills (oral and written), presentation skills, organizational and detail-oriented skills, skill in working with diverse populations, skill in working independently and handling a number of projects simultaneously; skill in learning how to perform phlebotomy in nontraditional settings and environments; skill in responding in a calm and diplomatic manner to unprovoked or erratic behavior patterns; skill in working as a member of a multi-disciplinary team; skill in working with and around blood-borne pathogens and infectious diseases. Ability to efficiently multi-task on a daily basis. Proficiency with use of PC hardware and basic software (i.e., Microsoft Office), email, and office equipment (i.e., copier, fax, scanner, telephone, etc.) Excellent customer service, verbal and written communication skills, and effective presentation skills, good interpersonal relationship skills including cultural sensitivity and competence. Ability to be flexible to work on weekends and evening if needed. Participate in quality improvement team projects and quality improvement training initiatives as required and incorporate the principles of quality improvement into daily work activities. Ability to adapt to different home/work environments.

### POSITION SUMMARY

Under the general supervision of the DIS Supervisor and/or Director of Nursing, a person in this class includes a broad scope of disease investigation and client interviewing. Duties include counseling, education and assistance to targeted disease research and evaluation programs, performance of venipuncture to intervene in the spread of communicable and chronic diseases of public health importance. The employee receives periodic review and appraisal of performance plus functional and administrative supervision. She/he must exercise independent judgment in performance of duties. The employee will be responsible for confidential and personal information and must adhere to the confidentiality and privacy policies of the department.

**RATING**

Applicants for the open examination will receive, in addition to a passing score, bonus credit for Veterans' preference and City residency.

Upon completion of the examination process, candidates who receive a passing score will be placed on the eligibility list and preference will be given in accordance with your final rating. Once this list has been established, your name will remain on the list for a period of one (1) year.

**\*\*\*\*IMPORTANT NOTICE TO VETERANS\*\*\*\***

As provided in ORC 124.23C, any person who has completed service in the uniformed services, who has been honorably discharged from the uniformed services or transferred to the reserve with evidence of satisfactory service, and who is an Ohio resident and any member of a reserve component of the armed forces of the United States, including the Ohio National Guard, who has completed more than 180 days of active duty service pursuant to an executive order of the President of the United States or an act of Congress of the United States may file with the director a certificate of service or honorable discharge (DD-214 – Long version), and upon this filing, the person shall receive additional credit of twenty percent (20%) of the person's total grade given in the examination in which the person receives a passing grade.

A member in good standing of a reserve component of the armed forces of the United States, including the Ohio National Guard, who successfully completes the member's initial entry-level training shall receive a credit of fifteen percent (15%) of the person's total grade given in the examination in which the person receives a passing grade.

Applicants are solely responsible for making Commission staff members aware of previous filings of discharge papers by the application deadline if bonus credit is to be claimed.

**CITY RESIDENCY BONUS**

Applicants who have resided within the Canton City Limits for at least six (6) months or longer immediately prior to testing will receive 5% additional credit provided they make a passing score. **THE MAXIMUM ALLOWABLE BONUS POINT AWARD IS 20%.**

**\*\*\*\*NOTICE OF DRUG TESTING REQUIREMENT\*\*\*\***

Candidates must submit to a drug screen examination. Eligibility for employment shall not be considered final until drug testing has been successfully completed with a negative result. "Drug" means a controlled substance as defined by Chapter 3719 of the Ohio Revised Code, entitled "Controlled Substances", and/or Section 202, Schedules I through V of the Federal Controlled Substance Act, including but not limited to marijuana, hashish, "Crack", cocaine, heroin, morphine, codeine, opiates, amphetamines, "ice", barbiturates, and hallucinogens.

**EQUAL EMPLOYMENT**

All qualified applicants will receive consideration for appointment without regard to race, religion, color, national origin, sex, political affiliation, age, type of disability or any non-merit factor.

**DUTIES AND RESPONSIBILITIES**

Individual functions in the role of Disease Intervention Specialist (DIS) performing partner services and case management to those individuals who are infected with sexually transmitted infections (STIs) and to other persons who are at increased risk for infection in an effort to prevent transmission of these diseases and to prevent complications. The focus is on identifying and locating the sexual contacts of persons infected with HIV and/or Syphilis and other persons at risk for behavioral or other factors and then refer them for medical examination and treatment if appropriate. This also includes linking individuals previously diagnosed with HIV into care. Job duties include: Perform a variety of investigative and staff work, including counseling, related to the prevention and control of communicable diseases. May consult with physicians, medical groups, laboratories, community groups, schools, voluntary agencies and other organizations to enlist and maintain their cooperation in a program of communicable disease prevention and control. Interview cases, contacts and others in the community concerning personal behaviors and activities which contribute to disease transmission; make collateral contacts to obtain pertinent information concerning other individuals who may have been exposed or infected; ensure compliance with established State and federal laws and regulations related to disease control and prevention. Act as patient advocate; counsel clients regarding medical and social services available and intervene on their behalf for access to services or resolution of conflict. Conduct case investigations on infected patients; document case histories and possible infection sources. Answer disease related questions, keep current with local, national and international disease trends and outbreaks, produce contact reports and tracing records, contribute to the efficiency and effectiveness of the unit's service to its customers by offering suggestions and directing or participating as an active member of a work team, counsel and educate patients before testing, patients receiving test results and post test results, develop and produce public information materials for intervention activities, collect patient case histories and medical information for pre-clinic evaluations on patients; obtain listings of all sexual partners and perform field investigations to locate listed persons, draw blood samples from children and adults to test for diseases, perform tests at offsite locations; educate the public to provide risk reduction training; give speeches and informative talks to various small groups. This individual will provide services to a multi-county region. The employee will be responsible to develop and maintain working relationships with all health departments, health care facilities, physicians and other appropriate resources in the region. Responsibilities include, but not limited to, entering into databases or current reportable and emerging diseases. Further responsibilities include contacting physician of record and health departments where clients reside to begin the disease investigation. This person will provide all of the components for disease investigation from notification through contract tracing and possibly specimen collection and submission. This position may require out-of-state travel and work during non-traditional hours. Work conditions may include high crime areas, interviews with persons who are hostile, or under the influence of alcohol and drugs. Participates in required public health team emergency preparedness training and exercises.