

Position Description

Position Title:	Disease Intervention Specialist (DIS)	Position #:	862
Working Title:	DIS	CS Status:	Classified
Division or Unit:	Nursing	Reports to: Director of Nursing / DIS Supervisor	
Employment Status:	Full-Time	Pay Grade: 5	FLSA Status: Exempt
Funding Source:	General Fund		
This position description was last approved by the Board of Health on:		October 30, 2017	

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.

Essential Duties & Responsibilities:

95% This 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

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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 are not limited to, entering into databases of 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, in-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.

5% Participates in required public health team emergency preparedness training and exercises.

Other Duties & Responsibilities: 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 adapt to different home/work environments. Ability to be flexible to work on weekends and evenings 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.

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.

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Preferred

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. 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.
- Analytical and investigative 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.

Competencies:

The following Council on Linkages Core Competencies (Adopted May 2010) for this position include:

- Analytical/Assessment Skills (1A1, 1A2, 1A3, 1A4)
- Policy Development/Program Planning Skills (2A1, 2A2, 2A6, 2A10)
- Communication Skills (3A1, 3A2, 3A4)
- Cultural Competency Skills (4A1, 4A2, 4A4, 4A5)
- Community Dimensions of Practice Skills (5A1, 5A2, 5A3)
- Public Health Sciences Skills (6A1, 6A2, 6A3)
- Financial Planning and Management Skills (7A2, 7A3)
- Leadership and Systems Thinking Skills (8A1, 8A3, 8A7)

Canton City Health District has adopted the following Organizational Competencies that all employees are expected to achieve:

- Customer Focus
- Accountability
- Equity and Fairness
- Continuous Quality Improvement
- Occupational Health and Safety
- Emergency Preparedness



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Work Environment: Field work in the following counties: Stark, Carroll, Harrison and Tuscarawas visiting various homes, schools, and work environments.

Approval: This position description was approved by the Board of Health on: October 30, 2017

Revision History: Dates of prior approved versions: _____

Employee Statement:

I hereby acknowledge that I have received a copy of this position description on this date.

Employee Signature

Date

Printed Name