

- Vacancy/New Hire
- Audit Request
- PD Update

DANE COUNTY POSITION DESCRIPTION

Date: 6/1/16

Position No.

Dept. No. 520

1. **NAME OF EMPLOYEE:**
2. **DEPARTMENT/DIVISION:** Board of Health/Administration
3. **WORK ADDRESS:** 2705 East Washington Ave, Madison
4. **CLASSIFICATION OF POSITION:** Disease Intervention Specialist
5. **NAME AND CLASS OF FORMER INCUMBENT:**
6. **NAME/CLASS OF FIRST LINE SUPERVISOR:** Karri Bartlett
7. **APPROXIMATE DATES EMPLOYEE HAS BEEN PERFORMING WORK DESCRIBED BELOW:**
8. **DOES THIS POSITION SUPERVISE EMPLOYEES IN PERMANENT POSITIONS?**
 Yes No
9. **SUPERVISION RECEIVED:** indirect, general
10. **SUPERVISORY RESPONSIBILITIES:** none
11. _____ / /
Employee Signature **Date**
12. _____ / /
Supervisor Signature **Date**
13. _____ / /
ERD Signature **Date**

POSITION SUMMARY: Disease Intervention Specialist (DIS) functions as part of a disease investigation and intervention team. The DIS plans and participates in programs related to the control of various communicable diseases, specifically sexually transmitted infections. Duties include: locating disease sources, carriers and at-risk groups to prevent, treat and thereby reduce the incidence and risk to citizens; providing counseling to patients diagnosed positive for a communicable disease, and to provide information on disease etiology and the prevention of communicable diseases.

FUNCTIONS

FUNCTION A – 80%: Follow up on sexually transmitted infection (STI) cases and contacts.

- A1: Contact people reported with STIs: assure correct treatment, education and counsel regarding infection and prevention
- A2: Elicit names and contact information of partners; refer for testing and treatment; counsel and teach about prevention
- A3: Maintain confidentiality
- A4: Assess immunization needs and refer as needed
- A5: Enter information into WEDSS online data system
- A6: Answer calls to the STI line – provide information on STIs and their prevention and treatment; assure treatment of cases and contacts
- A7: Work with others at PHMDC and other community organizations to decrease the rates of STI and HIV
- A8: Consult with physicians, medical groups, laboratories, community groups, schools, correction facilities, and other organizations
- A9: Contribute to the efficiency and effectiveness of the team's service to clients by offering suggestions and participating as an active member of the work team
- A10: Establish rapport with varied personalities and hard-to-reach individuals
- A11: Perform phlebotomy and finger sticks for blood testing
- A12: Communicate exceptionally well in person and on the telephone
- A13: Assure accurate and timely medical documentation
- A14: Review medical records to confirm appropriate diagnosis and treatment in accordance with the CDC STI treatment guidelines
- A15: Maintain a high level of knowledge of: communicable disease etiology, manifestations, progressions, diagnosis, and treatment; medical and drug terminology; laboratory testing procedures; and universal precautions and infection control practices

FUNCTION B – 10%: Provide syringe exchange services

- B1: Provide clean syringes and supplies to walk-in needle exchange clients and safely dispose of used syringes safely
- B2: Maintain a high level of knowledge and be able to speak to the importance of harm reduction strategies for disease prevention, including condom use and syringe exchange
- B3: Offer information and resources for drug treatment and other exchange services, if the client is interested
- B4: Assure accurate and timely documentation
- B5: Provide non-judgmental care with a high level of customer service

FUNCTION C – 5%: Provide HIV testing and counseling

- C1: Perform HIV testing (fingerstick, venipuncture, or other test currently used)
- C2: Counsel and educate clients regarding prevention of infection
- C3: Give HIV test results, including positive test results
- C4: Assure strict confidentiality of information

- C5: Enter data into HIV database
- C6: Assess risk for Hepatitis C, Hepatitis B. Provide testing if at risk and arrange for public health follow up

FUNCTION D– 5%: Other Duties

- D1: Assist in emergency preparedness activities by insuring that you are trained to internal policies and procedures to meet agency response and recovery needs safely. Be prepared and respond as directed to all hazards when PHMDCs emergency plans are activated.
- D2: Actively participate in quality improvement activities to effect positive change in your programs and the Department by informing your supervisor of areas needing improvement, offering possible solutions, helping to gather data that will inform decisions, and working with others to test and implement new practices.
- D3: Participate in professional development as determined by supervisor to meet program, departmental and professional development goals.
- D4: Actively participate in health/racial equity activities and strategies to ensure all people in Dane County have fair and equitable opportunities to be healthy. Strategies and activities include but are not limited to health / racial equity trainings, using a health/racial equity lens/assessment to evaluate potential policies or programs, consulting with the PHMDC health equity team with specific questions and working on specific projects or program with the PHMDC health equity team.
- D5: Attend required HIPAA Privacy and Security training regarding federal and state laws related to confidentiality requirements. Know and abide by your program-specific confidentiality policies and procedures that ensure client privacy and electronic health records security. Inform the Privacy Officer of areas that need improvement and do your part to prevent HIPAA violations and to create a culture of confidentiality compliance.
- D6: Attend all staff, division, and program meetings.
- D7: Other duties as assigned.

POSITION REQUIREMENTS:

Education and Experience:

High School Diploma, or equivalent. Minimum of four years of public health or other experience that includes extensive HIV/STI work or other related areas (substance abuse treatment and prevention, mental health, medical counseling, etc.). Experience providing counseling and education to adults and teens. Experience working with diverse populations (including MSM and trans communities, people of color, etc). Experience as an effective member of a work team.

Certifications: State mandated HIV and STI trainings within 6 months of hire.

Licenses: Must have a valid driver's license, or access to reliable personal transportation, or equivalent.

KNOWLEDGE, SKILLS AND ABILITIES: Ability to effectively outreach, educate, and counsel at-risk individuals about disease prevention, specifically regarding sexual practices, drug use, and other measures. Strong knowledge of communicable disease etiology,

manifestation, progression, diagnosis, and treatment. Familiarity with the CDC STI treatment guidelines. Working knowledge of the referral criteria for mental health, drug treatment, social services, health, and advocacy agencies in the community. Ability to be an effective member of a work team. Strong computer skills and experience working with an online data management system (like WEDSS or WIR). Ability to work with and around blood-borne pathogens and infectious diseases. Knowledge about HIPAA laws and how to apply them in practice.

PHYSICAL DEMANDS:

Work involves walking, sitting, standing, bending, twisting, turning, lifting, carrying, pushing, pulling, grasping, reaching and driving. Ability to lift, move and transport a variety of work related materials up to 25 pounds. Able to sit for prolong periods of time. Phone and computer use. Manual dexterity using fine and gross motor skills is necessary. Good vision and hearing with corrective devices, as needed. Able to draw blood or ability to learn to do so.

WORK ENVIRONMENT: Work occurs at the PHMDC East Washington Office (2705 E. Washington Ave) and at a variety of public health offices and community-based settings. Ability to travel between locations is required. During the course of the day, work could involve starting at one location and then traveling to other locations. Work requires flexibility to work with diverse populations and communities including people of different cultures, values and beliefs, in rural, urban or suburban settings, and with individuals and groups at different levels of learning and with different learning styles. Flexibility to work with individuals and groups where and when they are available is required. Work related to public health emergencies may require availability 24 hours a day, seven days a week. Working conditions may vary in relation to heat, cold, fatigue, etc. Conferences or seminars may require travel outside of Dane County.