POSITION DESCRIPTION

TITLE: Spanish Speaking - Communicable Disease Investigator – (Temporary)

REPORTS TO: Community Public Health Manager

LOCATION: Moses Lake, WA

DATE: 06/01/2020

CLOSING: Open Until Filled

Grant County Health District is looking for highly motivated, caring, and community minded workers to join our team for a temporary 6-month position. The Communicable Disease Investigators will play a key role in the district’s response to the COVID-19 pandemic. The selected individuals will be classified as a Temporary Communicable Disease Investigator. See the list of Knowledge and Abilities to see if this position is a good fit for you!

GCHD is the local public health district serving Grant County, WA located in beautiful North Central Washington State. The health district is governed by the Grant County Board of Health. To learn more about GCHD’s programs and services visit www.granthealth.org or on Facebook at https://www.facebook.com/GCHD.WA.

MONTHLY SALARY:
Health Educator I: $3,553 - $4,755/ mo

BENEFITS:
There are no benefits for this project temporary position except for paid sick leave up to 8 hours per month based on number of hours worked in the month.

DEFINITION:
Under the direction of the Community Public Health Manager, or designee, incumbent is a Temporary Communicable Disease Investigator who performs COVID case and contact investigations. There will be opportunities to assist with community outreach, education, and coordinate assistance for residents that are in Isolation and Quarantine.

This position is a part of multidisciplinary team that will assist in identifying, investigating, monitoring, and reporting COVID-19 infections. This position collaborates with teams and individuals to create infection prevention strategies, provide feedback, and sustain infection
prevention strategies to prevent introduction of COVID-19 into high-risk settings. This position will work under limited supervision requiring independent judgment, discretion, and initiative.

**JOB DUTIES:**

- Interviews clients diagnosed with or potentially exposed to COVID.
- Communicate with contacts in a professional and empathetic manner.
- Collect and record information on symptoms into a collection system.
- Provide contacts with approved information about quarantine procedures, and if appropriate, refer them to testing according to protocol.
- Follow a script and investigation worksheet.
- Completes case reports, epidemiologic report forms and other required reporting.
- Maintain daily contact with supervisor.

**Associated Duties:**

- Performs other duties as assigned.

**KNOWLEDGE AND ABILITIES:**

**Knowledge, Skills and Abilities:**

- Knowledge of basic computer skills including ability to utilize database, spreadsheet, and word processing software.
- Knowledge of interviewing and counseling techniques and principles.
- Knowledge of educational/prevention methods and techniques as applicable to people of diverse cultures and backgrounds.
- Skilled in motivational interviewing and counseling, conducting interviews of a highly personal nature.
- Skilled in telephone and in-person interviewing to complete investigations with clients.
- Ability to maintain confidentiality of patients.
- Ability to gain the confidence of and establish rapport with diverse personalities and difficult-to-reach individuals.
- Ability to communicate/work effectively and professionally within a team environment.
- Ability to establish and maintain effective working relationships with team members, staff, Health District officials, colleagues, other professionals and the public, especially high-risk populations.
- Ability to maintain work organization and time management.
- Ability to keep accurate management of detail in data entry and case reporting within multiple medical records.
- Ability to discuss sensitive and confidential health matters with clients in a compassionate and nonjudgmental, yet direct manner.

**MINIMUM QUALIFICATIONS:**

Bachelor’s degree in Public Health, Health Education, or related field
Or
Two years of community health, health outreach, health education, or public health experience.
WORKING CONDITIONS/PHYSICAL REQUIREMENTS:
This position is non-exempt. The work week will vary based on District needs to include some evenings and weekends.

Physical requirements of the position include speaking, hearing, seeing, sitting, walking, stooping, standing, lifting up to 50 pounds, writing, and driving; use of hands to finger, handle, feel or operate objects and equipment; reach with hands and arms.

TO APPLY:
• Fax or email a resume and cover letter to Rita Morfin at rmorfin@granthealth.org 509-766-6519.
• An application is required. Please fax, email rmorfin@granthealth.org or mail the completed application to: Grant County Health District, 1038 W Ivy, Moses Lake, WA 98837
• Apply in person at the Grant County Health District, 1038 W Ivy, Moses Lake.

Electronic Application:

Questions can be referred to Theresa Adkinson, Administrator tadkinson@granthealth.org

Grant County Health District is a tobacco-free hiring agency.