

## **POSITION DESCRIPTION**

**TITLE:** Disease Investigation & Prevention Health Educator; Bilingual (Eng/Span)

**REPORTS TO:** Investigations & Response (I&R) Manager

**LOCATION:** Moses Lake, WA

**DATE:** 3/21/2024

**CLOSING:** Open Until Filled

Grant County Health District is looking for a highly motivated, caring, and community minded worker to join our team. The Disease Investigations and Prevention Health Educator will play a key role in the District's public health outreach, prevention, and response. 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](http://www.granthealth.org) or on Facebook at <https://www.facebook.com/GCHD.WA>.

## **ESSENTIAL FUNCTIONS**

- Perform communicable disease investigations which may include any notifiable condition (see WAC 246-101) and/or outbreak and is an active part of the Investigations and Response team, including the following tasks:
  - Interview clients diagnosed with a communicable disease.
  - Communicate with contacts in a professional and empathetic manner.
  - Collect and record information on symptoms into a collection system.
  - Follow a script and investigation worksheet.
  - Complete case reports, epidemiologic report forms and other required reporting.
- Work directly with community members and stakeholders to facilitate and deliver communicable disease prevention programs using education, outreach, policy change, and systems change models.
- Work with community groups and directs educational efforts to influence public knowledge, attitudes, and behavior regarding immunization promotion and status.
- Ensure equitable access to vaccination services across the county.
- Tailor educational content to diverse audiences, including different age groups, cultural backgrounds, and literacy levels.
- Collect and analyze data related to vaccine access, vaccine uptake, vaccine hesitancy, and community perceptions of vaccines.
- Facilitate access to testing and screening services for communicable diseases, such as HIV, hepatitis, sexually transmitted infections (STIs), and tuberculosis.
- Coordinate with healthcare providers, clinics, and testing sites to ensure equitable access to testing services, particularly in underserved communities.



- Collect data on outreach activities, testing results, and community health indicators to monitor the prevalence and impact of communicable diseases.
- Collaborate with healthcare providers, community organizations, and stakeholders to develop and implement effective strategies for communicable disease prevention and control.
- Build partnerships to leverage resources, expand outreach efforts, and address emerging health threats.
- Maintain daily contact with supervisor.

### **ANNUAL SALARY AND BENEFITS:**

**Hourly Rate Health Educator I:** \$25.96 - \$33.28 per hour (\$53,993 - \$69,231 per year).

Based on experience a typical starting wage for this position is \$25.96 - \$29.17 per hour \$53,993-\$60,667 per year).

Upon successful completion of Spanish Language Assessment, \$1 additional per hour.

**Benefits:** Public Employees Benefits Board (PEBB) Insurance coverage includes health, dental, vision, and life for the employee and their dependents, as well as Public Employees Retirement System (PERS) benefits for the employee. **GCHD strives to keep health and dental insurance costs low and affordable for staff and their family.** In addition, GCHD employees receive: 13 paid holidays annually, accrue up to 8 hours of sick leave per month, accrue 8-16 hours of annual leave per month, depending on their length of service, and are eligible for longevity pay after 5 years of continuous employment with GCHD.

**Employee Volunteer Program:** Any employee who is eligible for comprehensive leave benefits, has a sick leave balance of more than 40 hours, and is not in probationary status, may use up to 16 hours of sick leave each calendar year to volunteer at a local school, a registered 501 © (3) non-profit organization, or a public charitable event. Full details are available in the Employee Handbook.

**Training and Career Development:** Our agency will encourage your professional growth by providing you with training and career development opportunities to include employer paid continuing education credits.

### **DUTIES, KNOWLEDGE, AND ABILITIES:**

- Ability to discuss sensitive and confidential health matters with clients in a compassionate and yet direct manner.
  - 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 confidence 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.
  - Knowledge of communicable diseases, including modes of transmission, risk factors, and prevention strategies.
-

- Ability to apply the principles of behavioral science to develop and implement programs and strategies, and to direct policy and system change to improve the health of individuals and communities.
- Ability to tailor educational content to diverse audiences, including different age groups, cultural backgrounds, and literacy levels.
- Strong knowledge of vaccination principles, vaccine-preventable diseases, and immunization schedules.
- Work both independently and within a collaborative team-oriented environment; contributes openly, respectfully disagrees, understands the ideas of others, listens well, and works for consensus.
- Model GCHD organizational culture that promotes the practice of respect for people, openness, trust, safety, transparency, collaborative problem solving, managing with data, in the pursuit of incremental continuous improvement and assurance.
- Establish and maintain cooperative, effective working relationships with coworkers, community partners, and the public using principles of good customer service.
- Report for scheduled work with regular, reliable, and punctual attendance.
- Respond to public health emergencies as required by the GCHD.
- Perform other duties as assigned.

**MINIMUM QUALIFICATIONS:**

Bachelor’s degree in public health, community health, human services, or related field OR

Three years of documented experience that demonstrates the “Essential Functions and Duties, Knowledge & Abilities listed in this posting.

AND

Demonstrated experience in the following:

- Managing numerous complex issues and projects simultaneously
- Building relationships with external partners
- Developing written communication products
- Understanding public health theory and application
- Communicating prevention and education messages
- Use of social media as part of a communication strategy
- Use of marketing strategy to change health behaviors
- Microsoft Office Suite

**WORKING CONDITIONS/PHYSICAL REQUIREMENTS:**

This position is non-exempt and should require minimal supervision. The typical workweek is 40 hours with a typical schedule of 8:00 am – 5:00 pm Monday-Thursday and 8:00 am – 3:00 pm on Fridays. Hybrid office/remote work schedule may be considered. Schedule may be adjusted based on GCHD needs to include some evenings and weekends. GCHD is a family friendly organization, and we strive to create a work environment that works best for the employee while meeting GCHD needs.

Work is performed primarily in an office and community settings. Travel to off-site community locations within Grant County will be required.

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 handle, feel or operate objects and equipment; reach with hands and arms.



Must have or obtain a valid Washington State driver's license within 30 days of employment and have a car for job related travel. GCHD does maintain a fleet of company vehicles for employees to use to conduct GCHD business. All employees are required to show proof that they maintain liability auto insurance.

Must prove or obtain immunity to various vaccine preventable diseases according to Grant County Health District's Staff Immunization Policy within 60 days of employment.

It is the policy of GCHD to not discriminate against any person regarding race, color, religion, sex, age, national origin, marital status, or physical/mental disability.

## **TO APPLY**

- Fax or email Rita Morfin a resume and cover letter to [rmorfin@granthealth.org](mailto:rmorfin@granthealth.org), 509-766-6519.
- An application is **required**. Please fax, email [rmorfin@granthealth.org](mailto: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:

<https://granthealth.org/wp-content/uploads/2021/03/Binder2.pdf>

Questions can be referred to Amber McCoy, Investigations & Response Manager, [amccoy@granthealth.org](mailto:amccoy@granthealth.org)

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

To learn more about GCHD's programs, services visit [www.granthealth.org](http://www.granthealth.org) or on Facebook at <https://www.facebook.com/GCHD.WA>. Learn more about Grant County at [www.grantedc.com](http://www.grantedc.com).

Grant County Health District is an equal opportunity employer.

---