Position**: Disease Intervention and Health Education Assistant**

Under general direction of Nursing Director, Health Promotion Director, or Health Officer, incumbent will be responsible for investigating reported, suspected, and potential cases of communicable diseases, including COVID-19, sexually transmitted diseases (STDs) and HIV. The incumbent will perform case follow up and partner contact investigations, analyzing case information, and documenting investigations in required databases. Incumbent assists professional staff by conducting routine nutrition education classes, demonstrations, materials, or information as needed to support programs related to Women, Infants, and Children (WIC) Nutrition Program, Healthy Living Through Environment, Policy and Improved Clinical Care (EPICC) Programs, Tobacco Prevention and Control Programs, or other programs as assigned.

Incumbent will interview clients with or potentially exposed to communicable diseases; collaborate with internal, other local health jurisdiction and state staff to coordinate case investigations. Interviews may be conducted by phone or in-person in the office setting or by field visit. Incumbent will collaborate with community healthcare providers to provide consultation and education regarding testing, disease protocols, reporting, nutrition, tobacco cessation, or chronic disease prevention as needed.

Work is performed under limited supervision requiring independent judgment and discretion. The manager sets the overall objectives and resources available. The incumbent and supervisor, in consultation with the Utah Department of Health (UDOH) work together to develop the deadlines, projects, and work to be completed. Incumbent is responsible for the work, plans and carries out the assignment, resolves most conflicts that arise, coordinates work with others, and interprets policies on own initiative in terms of established objectives. Incumbent keeps supervisor informed of progress, potentially controversial matters, or far reaching implications. Work is reviewed in terms of feasibility, timeliness and efficienc.

Examples of Work Performed

 Interviews clients diagnosed with or potentially exposed to communicable diseases, including HIV and sexually transmitted diseases (STDs), COVID-19, or other diseases.

Provides confidential counseling, testing, and referral services for named contacts of STD and HIV infected persons upon referral from private physicians, hospitals, local health jurisdictions and other sources.

Interprets laboratory results for standard STD tests, and recognizes recommended treatments for a variety of STDs.

Completes case reports, epidemiologic report forms and other required reporting.

Performs education to individuals and populations at risk for sexually transmittable diseases.

Offers comprehensive counseling to persons with newly identified HIV infection.

Collaborates with Utah Department of Health (UDOH).

Works closely with private physicians and other healthcare providers to help assure appropriate care and management of patients and appropriate health education.

Investigates reports of behaviors presenting imminent danger to the public

Supports other staff work when surge capacity is needed.

Keeps current with local, state, national and international disease trends and outbreaks.

Participates in local or state public health meetings or other local partner meetings as appropriate.

Associated Duties:

Performs other duties as assigned

Qualifications

Education and Experience Required:

Education: High School Diploma is required. Preference may be given to persons with college-level education or degree in a health related field such as biology, microbiology, chemistry, counseling, psychology, behavioral science, public health, social science, health education or nursing.

Experience: One year experience working in a related program is preferred

In place of the above experience requirement, the incumbent may possess any combination of relevant education and experience which would demonstrate the individual's knowledge, skill, and ability to perform the essential duties and responsibilities listed above.

Licenses, Certifications and Other:

Valid Utah Driver's license

May be required to undergo an FBI background check

Additional Information

Knowledge, Skills and Abilities:

Knowledge of basic nutrition or health concepts.

Knowledge of the transmission, prevention, and risk reduction of STDs and HIV

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 epidemiology, contact investigation, tracing, and notification of communicable diseases.

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 community-building and public educational presentations.

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.

Job Location, Working Conditions, and Equipment Utilized:

Work may be performed in the clinic, at outreach sites, in clients' homes or other sites as needed; other travel may include local or statewide for meetings and other forums. The incumbent will also work in an office setting. Work requires ability to operate an automobile. Equipment utilized includes standard office equipment, desktop or laptop computer and audiovisual equipment. The incumbent may be exposed to individuals who are irate or hostile.

Required Physical Traits:

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of the job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. Working conditions and physical demands vary by assignment.

Requires manual and finger dexterity and hand-eye-arm coordination to write and to operate computers and a variety of general office equipment. Requires mobility to accomplish other desktop work, retrieve files, and to move to various District locations.

Requires visual acuity to read computer screens, printed materials, and detailed information; specific vision abilities required by this classification include close vision, distance vision and color vision, peripheral vision, depth perception, and the ability to adjust focus.

Required to use hand to eye coordination, handle, feel or operate objects, tools, or controls.

May involve occasional kneeling, squatting, crouching, stooping, crawling, standing, bending, climbing (to stack, store or retrieve supplies or various office equipment or files).

The incumbent is frequently required to stand and/or walk for extended periods of time; walk on uneven surfaces; sit; climb or balance; stoop, kneel crouch, or crawl in the performance of field and office duties.

Duties require the incumbent to carry supplies and/or equipment up and down stairs as well as into and out of a vehicle on a daily basis.

Lifting and carrying up to 20 pounds is required continuously, and up to 50 pounds occasionally with or without assistance (example: a box of copy paper).

Requires the ability to communicate with others orally, face to face and by telephone.