

PUBLIC HEALTH ADVISOR

DISTINGUISHING FEATURES OF THE CLASS:

This is a technical position in the Department of Behavioral and Community Health that is responsible for performing investigations and advising on all phases of public health communicable diseases. The work is performed under the general supervision of the Communicable Disease Coordinator with considerable leeway for the exercise of independent judgment in implementing the goals of the communicable disease program.

TYPICAL WORK ACTIVITIES:

The following is indicative of the level and types of activities performed by incumbents in this title. It is not meant to be all inclusive and does not preclude a supervisor from assigning activities not listed which could reasonably be expected to be performed by an employee in this title.

1. Personally interviews persons reported as infected with or exposed to communicable disease;
2. Obtains personal history data and information as to possible sources of infection;
3. Conducts individual interviews, group discussions, and lectures concerning communicable disease control activities;
4. Acquaints patients with the disabling and disastrous consequences of communicable diseases, with particular reference to physical and mental conditions and encourages their cooperation in reporting for treatment;
5. Conducts investigations on contacts named by infected patients and advises contacts to receive medical examination and treatment;
6. Participates in planning and estimating operational and administrative needs for carrying out specimen testing and case finding programs;
7. Assists in the development of program needs for supplies, records and reports, public information material and resources, and the community facilities which can assist in advancement of program operations;
8. Advises on and/or installs systems of clinical records to permit the most economical collection of data for statistical analysis, program evaluation, therapy evaluation, and medical research studies;
9. Participates in the collection of required program data and the reports for statistical and program analysis;
10. Assists in installing systems of follow-up of contact information to assure that persons in the area who are known to have or are suspected of having communicable disease are directed to a communicable disease clinic or hospital for treatment;
11. Keeps informed of new techniques and their suitability for adaptation to local programs and as to progress of communicable disease control programs within and outside the area of service.

FULL PERFORMANCE KNOWLEDGE, SKILLS, AND ABILITIES:

Knowledge of current practices, methods and resources of public health communicable disease investigation;

Knowledge of sources of information on current trends regarding new techniques and methods of treatment of communicable diseases;

Skill in interviewing patients by exercising tact, ingenuity, attentiveness and persuasion;

Ability to communicate well orally and in writing;

Ability to carry out and make special studies relating to public health communicable disease investigation methods;

Ability to effectively provide information and education to clients and the public on communicable diseases;

