

COMMUNICABLE DISEASE COORDINATOR

DISTINGUISHING FEATURES OF THE CLASS:

This is a technical and administrative position in the Department of Behavioral and Community Health for the Communicable Disease Division. The Communicable Disease Coordinator will provide direct advisories to physicians, hospitals, clinics and other health care providers regarding the recommended treatment of communicable diseases. The incumbent will be responsible for building community awareness, coalition building, and interagency networking regarding the prevention of communicable diseases. Other duties will include conducting extensive communicable disease investigations, preparing a wide variety of reports concerning the results of the investigations, and acting as the initial point of contact for the routing and closure of reportable cases to assigned staff. This position may oversee grant programs related to communicable disease prevention. The work is performed under the general supervision of the Director of Communicable Disease and Preparedness. Supervision will be exercised over the Public Health Advisors and administrative staff in the Communicable Disease Division. On-call coverage for non-business hours and holidays will be required.

TYPICAL WORK ACTIVITIES:

Typical work activities for incumbent in this title include those listed below in addition to those typical work activities performed by lower level titles in the series. They are 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. Oversees and coordinates activities to ensure timely completion of communicable disease grant (HIV/STD) deliverables within the prescribed guidelines as mandated by New York State Department of Health (NYS DOH), the Centers for Disease Control and Prevention;
2. Works in collaboration with Epidemiologist to maintain, compile, and report statistical data concerning communicable diseases surveillance throughout the county, including schools, hospitals, state institutions and other county monitored facilities and organizations;
3. Acts as a liaison with community agencies for the purpose of advising on communicable diseases including HIV/AIDS, and zoonotic diseases;
4. Initiates and maintains programs and services that encourage target populations to seek early primary medical care;
5. Reviews daily reportable diseases results, assigns cases to staff per division practices, and ensures closure of cases;
6. Provides notification to the Director of Communicable Disease and Preparedness and the Commissioner of Behavioral and Community Health of high priority cases;
7. Assists in the development of policies, procedures, and quality improvement to ensure compliance to Public Health Laws and regulations;
8. May at times be the lead role for outbreaks in Communicable Disease.

COMMUNICABLE DISEASE COORDINATOR (Cont'd)

FULL PERFORMANCE KNOWLEDGE, SKILLS AND ABILITIES:

Thorough knowledge of the principles and practices of communicable disease control and investigation;
Good knowledge of current principles, practices, methods and techniques of HIV/STD disease prevention;
Good knowledge of the laws, rules, and regulations applicable to communicable disease investigation and control;
Knowledge of the epidemiology of communicable disease;
Skill in interviewing patients by exercising tact, ingenuity, attentiveness and persuasion;
Ability to conduct epidemiological investigations;
Ability to supervise the work of others;
Ability to understand and carry out complex oral and written instructions;
Ability to prepare a wide variety of reports;
Ability to establish effective working relationships with a wide variety of people;
Ability to communicate effectively both orally and in writing;
Personal characteristics necessary to perform the duties of the position;
Physical condition commensurate with the demands of the position.

MINIMUM QUALIFICATIONS:

- EITHER: (A) Graduation from a regionally accredited or New York State registered college or university with a Master's degree in Public Health and one (1) year of paid work experience in epidemiological investigations and/or communicable disease control;
- OR: (B) Graduation from a regionally accredited or New York State registered college or university with a Bachelor's degree including a minimum of thirty (30) credit hours in the natural sciences and three (3) years of paid work experience in epidemiological investigations and/or communicable disease control;
- OR: (C) Graduation from a regionally accredited or New York State registered college or university with a Bachelor's degree in Nursing and three (3) years of paid work experience in epidemiological investigations and/or communicable disease control.

SPECIAL REQUIREMENT:

Any person appointed to this position will be required to complete the course Passport to Partner Services given by the CDC.

Possession of New York State Driver License at time of application and to maintain position.

ADOPTED: 12/18/17