

## **PUBLIC HEALTH ADVISOR (COVID)**

### **DISTINGUISHING FEATURES OF THE CLASS:**

This is a temporary technical position in the Department of Behavioral and Community Health that is responsible for performing investigations and advising on all phases of coronavirus pandemic control efforts. The work is performed under the general supervision of higher level staff 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. Interviews persons reported as infected with or exposed to coronavirus;
2. Obtains personal history data and information as to possible sources of infection;
3. Conducts individual interviews, group discussions, and lectures concerning coronavirus control activities;
4. Acquaints patients with the consequences of coronavirus, and encourages their cooperation in quarantining and isolation efforts;
5. Conducts investigations on contacts named by infected patients and advises contacts to receive testing and screening;
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. Participates in the collection of required program data and the reports for statistical and program analysis;
9. Assists in follow-up of contact information to assure that persons in the area who are known to have or are suspected of having coronavirus are directed to a healthcare provider for testing/screening;
10. Keeps informed of new techniques and their suitability for adaptation to local programs and as to progress of coronavirus 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;

**PUBLIC HEALTH ADVISOR (COVID)** (Cont'd)

**FULL PERFORMANCE KNOWLEDGE, SKILLS, AND ABILITIES:** (Cont'd)

Ability to prepare complete, concise reports;  
Ability to meet and deal effectively with employees and the public;  
Ability to analyze and resolve complex problems;  
Sensitivity to individual and cultural differences;  
Personal characteristics necessary to perform the duties of this position;  
Physical condition commensurate with the duties of the position

**MINIMUM QUALIFICATIONS:**

- EITHER (A) Master's degree and one (1) year of experience providing health related or human services guidance to clients including performing one or more of the following: interviewing, assessing health risks, making referrals, or treatment guidance/follow-up;
- OR: (B) Bachelor's degree in nursing, social work, health education or a health related field and three (3) years of experience as described above;
- OR: (C) Associate's degree in nursing, social work, health education or a health related field and five (5) years of experience as described above;
- OR: (D) An equivalent combination of education, training and experience between the limits of (A) and (C) above.

**SPECIAL REQUIREMENT**

Possession of a valid driver license to operate a motor vehicle in New York State at time of application and to maintain the position.

NOTE: Your degree or college credit must have been awarded by a college or university accredited by a regional, national, or specialized agency recognized as an accrediting agency by the U.S. Department of Education/U.S. Secretary of Education.

ADOPTED: 08/21/20