



Chelan-Douglas Health District

200 Valley Mall Parkway, East Wenatchee, WA 98802

PHPS II- Lead Disease Investigator			
Department:	Disease Prevention and Response	Reports to:	Disease Prevention and Response Director
Direct Reports:	PHN II- TB Coordinator, MA-Certified		
Assignment Category:	<input checked="" type="checkbox"/> Full time <input type="checkbox"/> Part Time <input type="checkbox"/> Temporary		
Classification:	<input checked="" type="checkbox"/> Non-Exempt <input type="checkbox"/> Exempt		
Compensation:	\$5,785.69-\$8063.51, Line PP of the wage scale		
Option to become a member of the local collective bargaining unit?			<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No

Summary Description: The Lead Disease Investigator oversees investigations, response, and recovery of communicable disease of the Chelan-Douglas Health District (CDHD). This position will follow the Washington Department of Health Notifiable Conditions reporting and investigation process to gather information necessary for public health case investigation and contact tracing.

To ensure the highest level of services are provided, additional duties and responsibilities may be assigned as needed.

Job Duties and Responsibilities (Essential Functions):

1. Conducts/oversees investigations to locate cases and contacts of tuberculosis, sexually transmitted disease, human immunodeficiency virus or other communicable diseases and selected non-communicable diseases.
2. Interviews patients to determine contacts, locating and tracing contacts.
3. Educates individuals who suffer from a communicable or non-communicable disease on the nature and control of their disease and on risk reduction techniques and behaviors.
4. Respond to communicable disease outbreaks, including but not limited to, assisting agency staff with emergency preparedness within the Chelan-Douglas Counties, participating in coverage of the 24-hour phone, and other duties as assigned by the Administrator.
5. Maintain knowledge of current guidance on the outbreak disease, including mitigation strategies such as isolation and quarantine, case investigation, contact tracing, and outbreak investigation.
6. Assesses, evaluates, plans and coordinates clinical and community service linkages in the areas of communicable disease, establishing program goals, policies, procedures and guidelines under direction of Communicable Disease/Epidemiology Manager.
7. Assist agency staff with developing a variety of partnerships to be more prepared for the stresses and shocks that a community experiences in response to public health emergencies or incidents to include natural or human caused hazard.
8. Subject matter expert for notifiable conditions, generating synthesized key messages and information to give to Public Information Officer (PIO) during emergency response situations.
9. Represent CDHD in local, regional, and state forums and workgroups.
10. Serve as part of the CDHD Incident Command System during an emergency.

Knowledge/Skills/Abilities:

Chelan-Douglas Health District is an Equal Opportunity Employer



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- Knowledge of the principles of public health and communicable disease control.
- Meeting facilitation.
- Motivational Interviewing skills.
- Effective public relations.
- Ability to further individual education by staying informed of industry trends, learning new skills, and sharing relevant information with others, taking advantage of professional development activities when possible.
- Personnel Development.
- Ability to effectively communicate information, both verbally and in writing, to support agency objectives.
- Ability to interact with all levels of personnel in a positive and cooperative manner.
- Ability to prepare reports.
- Ability to supervise and support employees.
- Ability to represent CDHD on local, regional, and state levels.
- Ensure that the time and attendance policy is being adhered to.
 - Ensure overtime is monitored and team members are scheduled according to operational needs. Minimize overtime when possible.
 - Ensure that all working hours, including overtime, have been approved and recorded accurately and truthfully for each time period worked.

Required Qualifications:

- A bachelor's degree in nursing, public health or equivalent. Additional experience in public health or closely related field.
- Valid Washington State driver's license or ability to obtain one within two weeks of date of hire.

Desired Qualifications:

- Demonstrated experience in disease control, community engagement, and supervising/mentoring.

***A combination of education, training, and experience which has provided theoretical and practical knowledge will be evaluated for equivalency.*

Physical Requirements:

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job:

- Visually or otherwise identify, observe and assess distance, color and depth, required to regularly communicate with others and exchange accurate information.
- Able to operate a computer and other office productivity equipment; able to remain stationary at a computer for extended periods of time and move around their assigned work space.
- Frequently move up to 25 pounds and occasionally move up to 50 pounds.
- PPE for this position includes face mask and/or respirator.



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This Job Description is not intended to describe, in detail, the multitude of tasks that may be assigned but rather to give you a general sense of the responsibilities and expectations of what this position requires. As the nature of business demands change, so may the essential functions of this position.

Approved by the Administrator

Date

Employee Acknowledgment

Date