CLASS TITLE: COMMUNICABLE DISEASE SPECIALIST

BASIC FUNCTION:

Under the direction of an assigned supervisor, conduct interviews and perform investigations to identify potential sources of communicable disease; provide technical training and assistance to clients and the public concerning the prevention, diagnosis and treatment of communicable diseases.

REPRESENTATIVE DUTIES:

ESSENTIAL DUTIES:
Interview patients and members of the community to determine location and sources of known contacts with communicable diseases; contact various individuals to request and verify various information related to communicable disease sources.

Conduct field investigations to trace suspected communicable disease contacts through patients, community members, public authorities and other sources; collect, analyze and prepare samples and evidence of communicable disease sources.

Research, compile and evaluate a variety of data and information related to communicable disease outbreak; identify disease sources and provide recommendations concerning appropriate response to identified risks, and implementation of preventative measures.

Serve as a technical resource to the public concerning communicable diseases in the community; respond to inquiries and provide detailed and technical information concerning related principles, practices, issues, measures, techniques and procedures.

Develop, implement and conduct a variety of community outreach activities concerning the prevention, diagnosis and treatment of communicable diseases; prepare and deliver oral presentations; compile, prepare and distribute related informational materials.

Conduct evaluations including case histories; confirm related information with private physicians as needed.

Communicate with personnel, various outside agencies and the public to exchange information and resolve issues or concerns; prepare, distribute and respond to a variety of correspondence.

Operate a variety of office equipment including a copier, fax machine, computer and assigned software; drive a vehicle to conduct work; operate specialized medical equipment and instruments.

Prepare and maintain a variety of narrative and statistical records, reports and files related to communicable diseases, sources, interviews, investigations and assigned activities.
Attend and participate in various meetings as assigned.

OTHER DUTIES:
Perform related duties as assigned.

KNOWLEDGE AND ABILITIES:

KNOWLEDGE OF:
Methods of transmission, diagnosis, development and treatment of sexually transmitted diseases, including HIV infection and other communicable diseases.
Accepted techniques of venereal disease control.
Interview and evaluation methods.
Record-keeping and report preparation techniques.
Oral and written communication skills.
Laws, rules and regulations related to assigned activities.
Policies and objectives of assigned program and activities.
Interpersonal skills using tact, patience and courtesy.
Health and safety regulations.
Technical aspects of field of specialty.
Public speaking techniques.

ABILITY TO:
Interview patients and members of the community to determine location and sources of known contacts with communicable diseases.
Conduct field investigations to trace suspected communicable disease contacts through patients, community members, and public authorities and other sources.
Research, compile and evaluate a variety of data and information related to communicable disease outbreak.
Serve as a technical resource to the public concerning communicable diseases in the community.
Develop, implement and conduct a variety of community outreach activities.
Prepare and deliver oral presentations.
Meet schedules and time lines.
Work independently with little direction.
Maintain records and prepare reports.
Interpret, apply and explain rules, regulations, policies and procedures.
Analyze situations accurately and adopt an effective course of action.
Communicate effectively both orally and in writing.
Establish and maintain cooperative and effective working relationships with others.

EDUCATION AND EXPERIENCE:
Any combination equivalent to: graduation from high school supplemented by college-level course work in health or social service related field and two years of health related experience.

LICENSES AND OTHER REQUIREMENTS:
Valid California driver’s license.

MO24: 05/01/07
WORKING CONDITIONS:

ENVIRONMENT:
Indoor work environment.
Driving a vehicle to conduct work.

PHYSICAL DEMANDS:
Dexterity of hands and fingers to operate a variety of equipment.
Sitting or standing for extended periods of time.
Bending at the waist, kneeling or crouching to assist students.
Hearing and speaking to exchange information.
Seeing to read a variety of materials.

HAZARDS:
Contact with blood and other body fluids.
Potential for contact with blood borne pathogens.
Communicable diseases.
Contact with angry or abusive individuals.