

***Cerro Gordo Department of Public Health***  
***Acute Infectious Disease, Epidemiology & Preparedness Service Section***  
**22 N. Georgia Avenue, Suite 300**  
**Mason City, IA 50401**  
**(641) 421-9300**

**Position Description:** Disease Prevention Specialist  
**Reports To:** Acute Infectious Disease, Epidemiology & Preparedness Service Manager  
**FLSA Status:** Exempt, Full Time  
**Expected Work Week:** Monday – Friday, 8:00 a.m. to 4:30 p.m.  
**Salary Range:** \$40,000 - \$45,000 annually, DOQ  
**Prepared By:** Jodi Willemsen  
**Prepare Date:** December, 2016  
**Approved By:** Ron Osterholm, Health Director  
**Approved Date:**  
**Reviewed Date:**

**Definition:**

The Disease Prevention Specialist, under the direction of the Acute Infectious Disease, Epi & Preparedness Service Manager, is responsible for: administration of HIV/Viral Hepatitis/STD counseling, testing, education and follow up services, grant coordination and management, and vaccine administration.

**Duties to Include:**

Under the general supervision of the Acute Infectious Disease, Epidemiology and Preparedness Service Manager and as part of the Acute Infectious Disease, Epidemiology and Preparedness Service Section, the Disease Prevention Specialist performs the following essential functions within the framework of Cerro Gordo County Department of Public Health's provision of core functions and essential services:

**Responsibilities:**

1. Provide HIV and viral hepatitis counseling, testing and referral services.

*Core Competencies: Analytical/assessment skills, Policy development/program planning skills, communication skills, cultural competency skills, community dimensions of practice skills, public health sciences skills, leadership and systems thinking skills*

- Provides clinic set up, clean up and maintains clinic supplies.
- Develop and utilize relationships with community liaisons and citizens to gain access to appropriate individuals to test.
- Research methods to reach high risk populations.
- Provide pretest counseling for each individual in accordance with the CDC standards for counseling which may include discussion of anonymity of testing and results, the individual's sexual and drug use history, modes of transmission of HIV, means of prevention, the individual's support system and other medical and social support available in the case of a positive test result, and the partner notification program.
- Provide post-test counseling in accordance with the CDC standards for HIV testing and counseling which may include: discussion of the meaning of test results, explanation of the window period and possible need for retesting, review of prevention and transmission facts, and a demonstration of condom application with a return demonstration by client.
- Collaborate with Regional Disease Prevention Specialist to locate hard to reach clients to ensure they are referred for follow up medical care as well as making contact with partners of HIV positive clients.
- Completes documentation of HIV testing and results per program policy. Compile and maintain accurate program records, documentation and historical database information.
- Provide hepatitis A & B vaccine to clients reporting risk factors for viral hepatitis. Provide monthly vaccination reminders to encourage completion of the vaccine series.
- Manage hepatitis A & B vaccine inventory.
- Manage test and supply inventories.

- Run controls on tests for quality assurance as required.
  - Administers emergency protocol per program policy when appropriate.
  - Assist with marketing efforts to promote availability of services.
2. Provide counseling, education, testing and treating clients for STD's.  
*Core Competencies: Analytical/assessment skills, Policy development/program planning skills, communication skills, cultural competency skills, community dimensions of practice skills, public health sciences skills, leadership and systems thinking skills*
- Provides clinic set up, clean up, and maintains supplies and equipment.
  - Manage test and supply inventories.
  - Run controls on tests for quality assurance as required.
  - Conducts facilitation of services per program policy.
  - Provides follow up for STD cases and carries out partner notification.
  - Provide client centered counseling services for individuals.
  - Complete documentation of STD testing and results per program policy. Compile and maintain accurate program records, documentation and historical records.
  - Completes proficiency testing requirements and continuing education per program policy.
  - Assist with marketing efforts to promote availability of services.
3. Support overall service section programs and services.  
*Core Competencies: Analytical/assessment skills, Policy development/program planning skills, communication skills, cultural competency skills, community dimensions of practice skills, public health sciences skills, leadership and systems thinking skills*
- Complete required forms and reports according to protocols and standards as needed.
  - Complete various tasks as assigned in grants.
  - Assist with the review of the Acute Infectious Disease, Epi & Preparedness portion of the website to ensure information is current and reaching the target audiences.
  - Assist the service manager in preparing Board of Health quarterly and annual reports.
  - Conduct vaccine/treatment tracking, reminder and recall activities.
  - Attend regularly scheduled regional and state meetings and workshops to remain updated on changing communicable disease health issues.
  - Serve on various community committees and task forces.
  - Accepts off-site and off-hours assignments.
  - Participate and assume assigned role in department's public health preparedness and response plan.
  - Follows various policies such as completing daily time studies, confidentiality, attending staff meetings, personnel policies etc.
  - Cooperates with other health department personnel.
  - Represent the Cerro Gordo County Department of Public Health in a professional manner.
  - Respects the rights of persons visiting the Cerro Gordo County Department of Public Health.
  - Perform other duties as required or assigned.

**Education and Experience Required:**

- A Bachelor's degree in nursing and five (5) years of professional experience, or graduated from an approved school of nursing (AND or Diploma) with seven (7) years of professional nursing experience. Beneficial if applicant has one (1) or more years of experience working in the field of sexually transmitted diseases.

**Public Health Preparedness:**

- Knowledge of public health preparedness issues. Knowledge of the Incident Command System and National Incident Management System. Ability to achieve NIMS competency training compliancy. Employee will report to public health for emergency response as requested by the health director.

**Training/Continuing Education Requirements:**

- As approved by the service manager, must complete 36 hours of county funded nursing continued education every three (3) years to maintain Iowa Registered Nursing Licensure.
- As approved by the health director, must complete two (2) hours of county funded mandatory child/adult abuse training every five (5) years.
- Successful completion of approved HIV Prevention Counseling course.
- Successful completion of approved STD Clinician course.
- HIPPA

**Licensure Requirements:**

- Current Registered Nurse Licensure with the State of Iowa.

**Optional Licensure Incentives:**

- As approved by the service manager, any approved and applicable licensure or certification listed per Cerro Gordo County Department of Public Health Employee Handbook or Manager's Guide

**Physical Requirements:**

- Employee will frequently stand, walk, talk, hear, twist, bend, stoop, kneel, crouch and use hands and fingers to handle, feel, push, pull, or reach with hands and arms using various instruments (scales, meters, scopes, pumps, catheters, syringes etc.) in examining, administering and obtaining specimens for various tests. They will occasionally sit, climb stairs, or smell (for assessment purposes). Employee may frequently be required to lift up to 35 pounds, and occasionally lift or support up to 50 pounds. Employee needs to have corrected vision of 20/40 for driving as well as the following specialized vision requirements (close, distance, color, peripheral, depth, and ability to adjust focus).

**Special Requirements:**

- Knowledge of appropriate and safe administration techniques of medication.
- Knowledge of and proficiency in phlebotomy.
- Knowledge of patient's rights and responsibilities in the provision of nursing care service.
- Knowledge of the Iowa immunization laws.
- Knowledge of HIV reporting requirements.
- Knowledge of the chain-of-infection of communicable diseases.
- Knowledge of Occupational Safety and Health Administration (OSHA) bloodborne pathogen requirements.
- Knowledge of HIV pre and post counseling requirements.
- Ability to maintain patient confidentiality.
- Skilled in proficient use of appropriate counseling.
- Ability to obtain automobile insurance if personal vehicle is ever used for county business for which mileage reimbursement would be received. To be reimbursed for mileage, must provide proof of auto insurance in the amounts of 100/300/100.
- Valid Iowa driver's license if driving on county business.

**Environmental Adaptability:**

- The employee will frequently be exposed to communicable disease, infectious sores, and body fluids. The work environment noise level will typically be moderate.
- Position will not cause exposure to high-risk environmental exposure unless there is a public health disaster. Possible risks would include exposure to biological agents, fumes, toxic gases, chemicals, radiological agents, explosions and outdoor weather conditions.

*This description is intended to describe the kinds of tasks and levels of work difficulty being performed by people assigned to this classification. The list of responsibilities is not intended to be construed as an exhaustive list of all responsibilities, duties and skills required.*

Persons with disabilities: The above is a general listing of job duties. Essential and non-essential functions may vary by individual position. Reasonable accommodations may be available for both essential and non-essential job duties.

EEO/Substance Abuse Screening