



## Job Description

### Community Health Specialist I (Temporary)

**Salary Range:** Starting at \$4,454/mo

**Location:** Colville, Newport, or Republic

**Job Type:** Temp / Non-Exempt

**Division:** Community Health

**Full-Time Equivalency (FTE):** 100 % / 37.5 hrs/week

**Reports To:** Community Health Director

**Closing:** Open until filled

**1<sup>st</sup> Application Review Date:** Jan 19, 2021

**2<sup>nd</sup> Application Review Date:** Feb 8, 2021

#### **Summary:**

Under the supervision of Northeast Tri County Health District's (NETCHD) Community Health Director, we have an opening for temporary 6-month positions. The individual in this position is responsible for providing community health services to members of the public throughout Ferry, Pend Oreille, and Stevens counties. The primary activities of this position will be to perform COVID-19 case, contact investigations, and care coordination. There will be opportunities to assist with community outreach, education, and coordinate assistance for residents that are in isolation and quarantine. The work involves a multidisciplinary team that will assist in identifying, investigating, monitoring, and reporting COVID-19 infections. This position collaborates with teams and individuals to create infection prevention strategies, provide feedback, and sustain infection strategies to prevent introduction of COVID-19 into high-risk settings. This position will require independent judgement, discretion, and initiative.

#### **Program Activities:**

The following program activities will be covered under this job specification:

- COVID-19 case and contact investigations
- Collaboration with clients, community members, businesses, schools, and other organizations on disease prevention

#### **Essential Functions of the Job:**

- Interviews clients diagnosed with or potentially exposed to COVID-19.
- Communicate with contacts in a professional and empathetic manner.
- Collect and record information on symptoms into a collection system.
- Provide contacts with approved information about quarantine procedures, and if appropriate, refer them to testing according to protocol.
- Follow a script and investigation worksheet.
- Directly provide or connect clients to resources to support individuals and families to complete isolation and quarantine successfully.

- Complete case reports, epidemiologic report forms and other required reporting.
- Maintain daily contact with supervisor.

**Associated Functions of the Job:**

- Attend training as necessary to effectively implement elements of the program, including specific courses on positive social norms;
- Complete, track and report contract and grant deliverable activities;
- Participates in providing community health services in response to public health emergencies;
- Performance of all work tasks and interpersonal communications in alignment with Northeast Tri County Health District Personnel Policies; and
- Ability to protect the privacy and security of protected health information as defined by State and Federal HIPAA law.

This classification involves extensive interaction with a diverse population of clients; federal, state, and local governmental agencies; business and facilities; medical personnel; community-based agencies; and District personnel to conduct essential functions of the position. Duties include the application of public health principles and practices, and the development of effective working relationships utilizing tact, diplomacy, and sensitivity when communicating in person or in writing.

An employee assigned to this classification will work under the close supervision of the Division Director. Well-defined directives and procedures directly cover the work; strict conformance is required. Work assignments are both general and specific in nature and are received in both verbal and written form. Instructions received define overall objectives, with minimal specificity regarding how to proceed with assignments, however, the Division Director will be available for consultation. Unusual problems or situations are mutually discussed with the Division Director, depending on the situation.

This is a “summary” of the duties and responsibilities commonly found within this classification. It is not meant to be all-inclusive, thus, other related activities or tasks may be assigned.

**Knowledge, Skills, Abilities, and other Job Requirements:**

- Knowledge of community health programs and services, including the ability to implement and assess effectiveness;
- Knowledge of community health data and the use of data to educate community members;
- Ability to provide education and health counseling to patients, families, and the community;
- Ability to establish and maintain effective working relationships with a diverse client population;
- Ability to communicate effectively both orally and in writing with tact, diplomacy, and sensitivity;
- Excellent public speaking, able to present complex ideas across a spectrum of education levels;
- Strong interpersonal skills to develop and maintain lasting relationships with community partners;
- Skilled at facilitating small and large groups through collaborative and deliberative processes;
- Knowledge of modern media methods for communicating with the public;
- Analytical skills to assess and identify problems and develop logical/effective solutions.
- Resourcefulness to find new ways to address community health issues;

- Be non-judgmental towards community members, their lifestyles, and their families/friends;
- Skill to coordinate/implement specific outreach strategies for reaching individuals in need of screening and/or services;
- Ability to gather and compile client information for database input;
- Completes time sheets for program service and cost allocation;
- Attends regular staff meetings, trainings, workshops as required;
- Communicates with agencies to be aware of resources and current programs available;
- Ability to work in a fast-paced environment independently by multi-tasking, demonstrating attention to detail through use of problem solving and effective time management skills;
- Ability to prioritize workload and adapt to changes in workload and assignments;
- Ability to communicate effectively both orally and in writing with tact, diplomacy, and sensitivity;
- Friendly, cooperative manner and a good team spirit;
- Computer literacy including Microsoft Office Suite (Word, Excel, Power Point, Publisher, and Outlook);
- Maintain confidentiality and compliance with the Health Insurance Portability and Accountability Act (HIPAA).
- Act in accordance with applicable mandatory reporting laws when child abuse and/or neglect are suspected and consult with division director as necessary.
- Possession of a valid driver's license (or ability to obtain same) and an acceptable driver's abstract is required prior to employment;
- Ability to successfully pass a background investigation; and
- Other duties as required

**Qualifications:**

- **Education**
  - Bachelor's degree in any public health, health education, social or health science, or other closely related field.
- **Experience**
  - Two years of work experience in public health, health or social sciences, education, or related field preferred.

**Work Environment and Physical Demands:**

- Indoors, sedentary up to 8.5 hours/day sitting or standing.
- Outdoors, up to 4 hours/day walking, standing or driving.
- Up to 8.5 hours/day keyboarding or typing at a computer terminal.
- Ability to drive in various climates (rain, snow, wind, sun, mud, varied air quality levels, extreme temperatures heat/cold, etc.).
- Ability to navigate sites (uneven ground, climbing up/down stairs, etc.) on an occasional basis.
- Communication skills to interact effectively with people.
- Comprehend and process verbal communication.
- Ability to maintain composure in stressful situations.
- Visual acuity to read and write.
- Ability to discern colors, odors and sounds.

- Ability to bend, twist, stoop on a regular basis.
- Ability to lift, push, pull, or carry up to 40 pounds on a regular basis.
- Ability to type, file, and complete forms.

**Work Schedule:**

This position is nonexempt and is overtime eligible based on the provisions listed in the Fair Labor Standards Act (FLSA). The work week will vary based on District needs and will include weekends and some evenings. The normal work week is based on 37.5 hours/week.

**Travel:**

- Travel, primarily within the jurisdiction of NETCHD and within the state, is required to attend meetings, visit other NETCHD offices, attend conferences, and seminars.
- A NETCHD vehicle will be provided for use. However, as a condition of employment, employees may be required to utilize their private vehicles in the performance of their duties but will be reimbursed for mileage.

**Emergencies:**

When NETCHD responds to an emergency all employee's may be assigned duties that are outside of regular job descriptions. This may involve responding at any time, including nights and weekends, with possible deployment to locations other than the assigned office location.

**Necessary Special Requirements:**

- The selected candidate will be required to successfully pass a background check.
- The selected candidate will be required to successfully pass an acceptable driver's abstract.
- Ability to obtain or provide documentation of required immunizations.
- Employees are required to adhere to OSHA/WISHA guidelines including but not limited to completing their mandatory trainings on time.
- Upon hire the selected candidate must obtain the appropriate certifications and credentials within the specified time frame. During their employment at NETCHD they will be responsible for maintaining those credentials and certifications upon renewal.

**Benefits:**

Paid sick leave up to 7.5 hours per month based on number of hours worked in the month.

**Application Process:**

Candidates who wish to be considered for this position must complete the online application at [www.netchd.org](http://www.netchd.org) and include the below items:

- Cover letter
- Resume
- Any relevant supporting documents

For more information about the application process or the position please contact Jessie Roth, Systems Manager at [jroth@netchd.org](mailto:jroth@netchd.org) or 509-563-8011.