

Cedar County
Tipton, Iowa
Position Description

Position title	Public Health COVID-19 Disease Investigator (Temporary)
Reports to	Public Health and Emergency Preparedness Division Manager

Position purpose

The purpose of this position is to serve the Public Health Department by investigating reports of COVID-19 and implementing control measures and recommendations to prevent the spread in the County. This is a part-time, temporary position and is not expected to exceed 6 months.

Key position responsibilities (with a sample task)

- Conduct disease investigations and contact tracing for reports of COVID-19 in accordance with the Iowa Department of Public Health and Cedar County Public Health Guidelines. This involves collaboration with the Center for Acute Disease Epidemiology, as well as documentation in the Iowa Disease Surveillance System database for COVID-19 known as DOMO.
- Recognize and respond to potential communicable disease outbreaks.
- Complete accurate contact tracing and disease investigation in a timely manner.
- Provide recommendations on control and preventative measures in regard to COVID-19.
- Provide appropriate and accurate information regarding quarantine, isolation and referrals for testing.

Qualifications

Education and Experience

Nursing license or bachelor's degree in health or human service field preferred.

Skills

- Active listening
- Reading comprehension
- Critical thinking
- Instructing/teaching to youth and adults
- Communication—verbal, non-verbal, written
- Time management
- Monitoring
- Active learning
- Coordination of multiple, non-routine tasks
- Independent judgment and decision making
- Learning strategies
- Complex problem solving
- Mathematics
- Persuasion
- Negotiation
- Equipment selection and usage
- Customer and personal service
- Collaboration
- Motivator
- Disease management
- Team member

Abilities

- Problem sensitivity
- Oral expression and comprehension
- Inductive and deductive reasoning
- Written expression and comprehension
- Speech recognition
- Selective attention
- Information ordering
- Manual dexterity
- Clinical decision making
- Advocating

Working conditions

Required to travel, drive and walk in all weather conditions including extreme cold and heat, rain, storm, wind, sleet, and ice. May be exposed to temperature changes.

May be exposed to communicable diseases, chemicals, needles, excrement, blood and other bodily fluids. Required to function wearing appropriate personal protective equipment.

Must effectively interact with people of all ages experiencing physiological and psychosocial issues which may be exhibited by abnormal and threatening behaviors.

Will work irregular/extended hours as needed.

Physical requirements

Regularly required to stand, walk, stoop, kneel, crouch, crawl, sit, climb and, balance. Must frequently and consistently carry, lift and/or move up to 40 pounds. May need to assist in lifting and/or moving heavier weights. Must be able to talk, hear, taste, and feel. Must be able to see at close and far distance, colors, peripherally, and have ability to adjust focus. Must be able to enter information into electronic format for extended periods of time.

Internal and External Contacts

Internal: Case Management, Emergency Management, Cedar County Attorney, Veteran Affairs Office, General Relief Office, Environmental and Zoning Office, Auditor’s Office, Human Resources Manager, Secondary Roads, Law Center, Conservation, Board of Health, Advisory Committee

External:

Healthcare Providers: clinics, hospitals, pharmacies, dentists, laboratories, other public health departments.

School personnel: board members, administrators, nurses, youth groups.

Iowa Department of Public Health: Local Public Health Services, Center for Acute Disease Epidemiology.

Approved by:	<i>Cedar County Board of Health</i>
Date approved:	<i>11/20/20</i>
Reviewed:	<i>11/20/20</i>

This position description is not intended to be all-inclusive. Employees may perform other related tasks as assigned to meet the ongoing needs of the organization.