



# HILL COUNTY HEALTH DEPARTMENT

302 4th Avenue Havre, MT 59501 • 406-265-5481 x266 • www.hillcountyhealth.com

*Handwritten initials and date: KDO 7/14/21*

## Public Health

Prevent. Promote. Protect.

July 14, 2021

Hill County Commissioners  
315 4<sup>th</sup> St.  
Havre, Montana 59501

Dear Commissioners:

The Hill County Health Department has 1 full-time Disease Intervention Specialist position open for hire. This is a 40 hour work week and pay is dependent on whether the nurse is at Grade 15, Step 1, plus all applicable Hill County benefits such as health insurance, vacation, and sick leave. Position is dependent upon grant funding.

*Handwritten note: KDO - 7/20/21*

A brief description of job duties include but not limited to: The Disease Intervention Specialist studies the occurrence of various diseases and conducts investigations to prevent their spread. This position will assist the county's Public Health Officer to coordinate investigations of communicable disease, such as STIs and COVID-19. This work includes conducting client interviews, case investigations, contract tracing, and collection of data for surveillance and reporting. This position will also assist with the development of appropriate response protocols, data tracking and analysis, and communication with stakeholders. Duties will also include responsibility for a variety of Public Health Emergency Preparedness (PHEP) grant deliverables. Additional responsibilities can include, administering immunizations, disseminating public health information, assists with public health programs, and other work as assigned. Duties will also include responsibility for a variety of Public Health Emergency Preparedness (PHEP) grant deliverables.

*Handwritten signature: Kimberly Berg, CPH*  
Kimberly Berg, BS, CPH  
Director/Health Officer  
Hill County Health Department

# Hill County Public Health Department

302 4<sup>th</sup> Ave  
Havre, MT 59501  
406-400-2415

## Job Description

*Hill County is an equal opportunity employer. The County shall, upon request, provide reasonable accommodations to otherwise qualified individuals with disabilities.*

**Job Title:** Disease Intervention Specialist

**Department:** Public Health

**Location:** Havre, MT

**Pay Scale:** Grade 15/Step 1; DOE

**Status:** Full-time

**Job Overview:** The Disease Intervention Specialist studies the occurrence of various diseases and conducts investigations to prevent their spread. This position will assist the county's Public Health Officer to coordinate investigations of communicable disease, such as STIs and COVID-19. This work includes conducting client interviews, case investigations, contract tracing, and collection of data for surveillance and reporting. This position will also assist with the development of appropriate response protocols, data tracking and analysis, and communication with stakeholders. Duties will also include responsibility for a variety of Public Health Emergency Preparedness (PHEP) grant deliverables. Additional responsibilities can include, administering immunizations, disseminating public health information, assists with public health programs, and other work as assigned. Duties will also include responsibility for a variety of Public Health Emergency Preparedness (PHEP) grant deliverables.

The above statements are intended to describe the general nature and level of work being performed by people assigned this classification. They are not to be construed as an exhaustive list of all job duties performed by personnel so classified.

This position is full-time, Monday through Friday. The individual must be willing to work variable hours, including early mornings, nights, and weekends. This position is dependent on grant funding.

### **Essential Functions (Major Duties or Responsibilities):**

- A. Coordinate Communicable Disease Surveillance Systems and Response (65%)
- Conduct timely investigations with people with confirmed or suspected communicable diseases.
  - Manage patient panels of those with confirmed or suspected diseases under investigation using established protocols including ongoing interviews and patient follow up, tracking of relationships/contacts, case management and documentation.

- Coordinate referrals to clinic settings for specimen collection and/or additional healthcare needs based on established protocol.
- Provide coaching, education, and advocacy to increase likelihood that health and safety protocols are followed for improved individual health, as well as slowing and preventing the spread of disease through the population.
- Communicate effectively and responsibly by establishing rapport, assertively confronting issues, and resolving patient concerns.
- Document surveillance data such as health indicators, risk factors, and disease surveillance information.
- Coordinate and manage special surveillance and screening activities during emerging disease events under established protocol and supervision of the Public Health Officer.
- Monitors trends, risk factors, and prevention interventions of communicable diseases in the county.

**B. PHEP Grant Deliverables** (15%)

- Assist in accomplishing grant related deliverables
- Maintains periodic reporting to various stakeholders.
- Assists with designing and conducting basic program evaluation activities.
- Assists with writing and providing content for grant reports.

**C. Education** (10%)

- Develops and conducts various trainings or education sessions related to community public health with a variety of stakeholders including medical professionals, school staff and students, and community members.
- Participates in consultation with state and local health stakeholders in the development of surveillance systems.
- Provides assistance on issues regarding surveillance, interventions, and data interpretation.

**D. Other Duties** (10%)

- Responds to public health emergencies as needed.

**Physical and Environmental Demands:** The duties of a DIS are performed both in the field and in the office. DIS are required to perform field investigative activities in areas where Reportable Communicable Diseases are prevalent.

**Knowledge, Skills and Abilities (Behaviors):**

Required for the first day of work:

- Excellent "people skills" including the ability to assertively solve problems and clearly state expectations in stressful situations.
- Ability to interact effectively with people of all social, cultural, and educational backgrounds.
- Demonstrated ability to protect confidential health information
- Ability to identify problems, and utilize evidence-based practices to develop and implement solutions.
- Ability to combine pieces of information to form conclusions.
- Excellent written and oral communication skills for a variety of audiences.

- Comfort with use of spreadsheets and basic data collection, organization, and analysis.

**Minimum Qualifications (Education and Experience):**

- Bachelor's/Associates degree in Community Health, Public Health, Epidemiology, Nursing, or a closely related degree. Master of Public Health degree preferred.
- One year of job-related experience in public health preferred.
- Valid driver's license, automobile insurance, and insurance rider (to allow for the transportation of patients) are required.
- Other combinations of directly related education and experience may be considered on a case-by-case basis.