



HILL COUNTY
JOB POSTING/ DESCRIPTION
July 31, 2023

Job Title: Environmental Disease Specialist

Department: Public Health

Type: (1) Full-time

Accountable To: Health Officer/Dept. Director

Wage: \$28.03/hourly; (with RS License); \$24.15/hourly; (without RS License)*

*Must obtain license within 1 year of hire

Job Overview: The Environmental Disease Specialist studies the occurrence of various diseases and conducts investigations to prevent their spread. This position also monitors, addresses, and corrects potential public health hazards in the county. This position will assist the county's Lead Public Health Nurse and Health Officer to coordinate investigations of communicable disease, such as STIs, COVID-19, Foodborne illnesses and more. This work includes conducting client interviews, case investigations, contact tracing, and collection of data for surveillance and reporting. Position is on-call for emergencies. Frequent contact with public to explain or enforce public health regulations, policy and remedial measures; coordination with other departments to obtain or provide information and the enforcement of Federal, State, and County law and regulations as needed. 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, disseminating public health information, assists with public health programs, and other work as assigned. This position is dependent on grant funding.

Essential Functions (Major Duties or Responsibilities):

Coordinate Communicable Disease Surveillance Systems and Response

- Environmental Disease Specialist position requires ability to enter and exit a variety of establishments and areas for inspections. Must be able to visually inspect areas; communicate orally and in writing; calculate, read written materials and drawings. Must be able to understand and explain complex regulations; maintain records; demonstrate good judgment
- 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 Health Officer.

- Monitors trends, risk factors, and prevention interventions of communicable diseases in the county.

PHEP Grant Deliverables

- 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.

Education

- 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.

Other Duties

- Responds to public health emergencies as needed.

Knowledge, Skills and Abilities (Behaviors):

Required for the first day of work:

- This position requires a working knowledge of chemistry, bacteriology, biology, solid waste, and environmental health as they relate to sanitation; and of departmental goals and objectives.
- Excellent "people skills" including the ability to assertively solve problems and clearly state expectations in stressful situations.
- Position calls for extensive knowledge of hazardous waste operations and emergency response and working knowledge of Incident Command System (ICS).
- 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): The above knowledge, skills and abilities are typically acquired through a combination of education and experience equivalent to:

- A Bachelor of Science degree in chemical or biological science. (Including microbiology course and lab)
- Must successfully complete National Registered Sanitarian Exam.
- Must be licensed as a Sanitarian in the state of Montana.
- One year of job-related experience in public health preferred.
- Valid driver's license.
- Application for SIT must be approved within 2 months from employment date.

Signatures

My signature below indicates the statements in the job description are accurate and complete. It also constitutes notification of the job vacancy to the Hill County Commissioners to allow posting of this position.

K. S. P. MPH, CPH
Immediate Supervisor

Health Officer
Title

8.1.2023
Date

Commissioner's Review:

Mark Peterson
Mark Peterson

Commissioner
Title

8-1-2023
Date

Jacob Strissel
Jacob Strissel

COMMISSIONER
Title

8-1-2023
Date

Sheri Williams
Sheri Williams

Commissioner
Title

8-1-2023
Date

Human Resources Review

Step: 26 Grade: 15

Rate of Pay: \$28.00 per hour (w/ license) ^{PO}

Step: 11 Grade: 15

Rate of Pay: \$24.14 per hour (w/out license) ^{PO}

My signature below indicates that Human Resources has reviewed this job description for completeness and has made the following determinations:

FLSA Exempt

FLSA Non-Exempt

Appointed

Elected

Human Resources:

Brittany L Stygles
Brittany L Stygles

Human Resources
Title

8.1.2023
Date