**Pierce County Public Health Department**

**Position Description**

**Name:** Vacant  **Date:** April 2020

**Position Title**: COVID-19 Investigation Lead

**Reports To:** Public Health Nursing Manager

**Grade:** J

**Location:** Work can be completed remotely most of the time. Occasional in-person meeting or trainings may be required.

**Hours:** 8AM-4:30PM, with some flexibility based on preferences and departmental needs. Some weekend coverage will be required.

**About Pierce County Health Department:** Our mission is to promote healthy behaviors, prevent disease and injury, and protect against environmental hazards. Our vision is inspiring a healthier everyday life. We work to accomplish our vision and mission through programs in environmental health, maternal and child health, reproductive health, immunizations, communicable disease control, nutrition and physical activity, injury prevention, emergency preparedness and more. Our work is accomplished in collaboration with our partners in all sectors. The Pierce County Health Department became accredited by the Public Health Accreditation Board in 2015. For more information on our programs and strategic priorities, please visit our website <http://www.co.pierce.wi.us/Public%20Health/Publications_Data_New.html>

**Purpose of Position:**

Pierce County Public Health is seeking a full time COVID-19 Investigation Lead to work as part of our COVID-19 case response team. This position will lead the case intake process, assign cases to investigators, investigate cases, provide case education, conduct contact tracing, identify outbreaks and communicate cases patterns and issues with the case response team. The individual in this position may be asked to provide training to staff on case investigation or asked to assist with COVID-19 vaccination clinics if case levels allow. The position can be completed mostly remotely.

**Essential Duties and Responsibilities**

**To perform this job successfully, an individual must be able to perform each essential function satisfactorily and in a timely manner. The following duties are normal for this position. These are not to be construed as exclusive or all inclusive. Other duties may be required or assigned.**

Work as a member of the Pierce County Public Health COVID-19 Response Team:

* Attend an orientation to disease investigation, contact tracing and case management.
* Become an expert at interpreting and entering data into WEDSS (state’s electronic disease monitoring and reporting system).
* Facilitates standing regular calls to provide updates on cases.
* Keep tracking mechanisms (WEDSS, Excel) updated with the latest case information.
* Raise urgent or relevant issues with cases to Operations leadership.
* Provide suggestions for improving the disease investigation, contact tracing and case management processes.
* Attend regular trainings to increase knowledge of public health recommendations around COVID-19.
* Learn to use the Language Line interpreter services.
* Maintain strict confidentiality of cases and contacts.

Leads accurate and timely outreach to COVID-19 positive and exposed individuals:

* Manage incoming COVID-19 cases, importing results in WEDSS, assigning correct cases status, assigning cases to disease investigators.
* Conduct disease investigations by contacting cases, documenting conversations and findings and educating cases and their households. Investigations include determining the likely source(s) of infection, documenting symptoms, incubation period, and appropriate period of isolation.
* Work with cases to identify potential close contacts, gather contact information, determines risk levels, and use interview skills to gather all information available. Contact those who have been identified as close contacts via phone or mail, if phone is not successful.
* Educate contacts on quarantine and what to do if symptoms develop.
* Answer questions posed by cases and contacts.
* Follow up with cases to determine appropriate release.
* Enter cases and contacts information into WEDSS.
* Prepare paperwork for contacts and cases, including letters for employers and educational information.
* Acts as a liaison for workplaces and schools to notify them of cases, provide outbreak mitigation guidance, provide technical assistance for contact tracing, exclusion and return to work processes.
* Attends weekly state bureau of communicable disease webinars and monitors state and CDC listservs for updates on guidance and best practices.
* Utilizes appropriate methods for interacting effectively and professionally with persons of all ages and from diverse cultural, socioeconomic, educational, racial, and ethnic backgrounds, sexual orientations, lifestyles and physical abilities.

# Acts as a Public Health Team member to support strategic priorities.

* Performs public health emergency response duties as assigned and consistent with job classification and training provided, in response to threats to the public’s health. This may include working at COVID-19 vaccination clinics or other COVID-19 related activities if the caseload allows.
* Participates in Department and community emergency response training and drills consistent with job classification in support of public health emergency and disaster preparedness.
* Participates in strategic planning, quality improvement, workforce development and accreditation activities.

**Minimum Qualifications:** Successful applicants will have a registered nurse license, medical lab technician certification, licensed practical nurse, medical assistant or any other combination of education and experience in the medical field. Experience conducting communicable disease investigations. Experience using medical record systems or communicable disease surveillance systems is required.

**Physical Requirements:**

This work requires the frequent exertion of up to 10 pounds of force and occasional exertion of up to 50 pounds of force; work requires speaking and hearing, repetitive motions, frequently requires standing and reaching with hands and arms and occasionally requires sitting, walking, climbing stairs, balancing, stooping, kneeling, crouching or crawling, pushing, pulling and lifting. Work requires close vision, ability to adjust focus, color perception and peripheral vision, vocal communication is required for expressing or exchanging ideas by means of the spoken word and conveying detailed or important instructions to others accurately, loudly or quickly; hearing is required to perceive information at normal spoken word levels and to receive detailed information through oral communications and/or to make fine distinctions in sound; work requires preparing and analyzing written computer data, operating machines and observing general surroundings and activities.

**Special Requirements**

Must be able to pass a background investigation.

**Environmental Ability**

Ability to work under generally safe and comfortable conditions where exposure to environmental factors poses little risk of injury.

Pierce County is an Equal Opportunity Employer. In compliance with the American Disabilities Act, the County will provide reasonable accommodations to qualified individuals with disabilities and encourages both prospective and current employees to discuss potential accommodations with the employer.

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Employee’s signature Date Supervisor’s signature Date

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Personnel Department Date