

## MIDDLE-BROOK REGIONAL HEALTH COMMISSION

<b>Job Title:</b> Infectious Disease Preparedness Generalist	<b>Date:</b> May 2021
<b>Department:</b> Health	<b>Reports to:</b> Health Officer/Vulnerable Populations Outreach Coordinator

### **Job Summary:**

Under direction of the Health Officer, conducts reportable infectious disease and outbreak investigations, assists in the assessment of individual and community health needs; coordinates with health education services; serves as a resource person to the department, and assists the VPOC in the performance of their duties; performs related work as required, all to facilitate and improve the health department's response to infectious disease threats.

### **Supervision Exercised:**

N/A

### **Examples of Duties and Responsibilities:**

- Infectious disease and outbreak investigation duties as assigned
- Assists in the gathering of health needs information, particularly as it relates to vulnerable populations
- Assists in the gathering of community resources to serve local populations, particularly those who are vulnerable
- Assists in identifying gaps in public health services, especially as they relate to COVID-19 and vulnerable populations and assists in aligning identified resources with identified gaps and needs
- Develops and prepares educational and instructional materials
- Involves local community leaders in the planning, implementing, and maintenance of health services and programs; collaborates with other agencies and consults with subject matter specialists in the planning, implementation, evaluation, and maintenance of health programs
- Meets with and assists the VPOC in the planning, organizing, and developing of a program to serve the needs of the vulnerable in the Commission's service area
- Recommends, plans and implements revision or additions to health education programs as required by changing or emerging health needs
- Provides guidance and consultation to community organization to develop and improve their health education activities and coordinate them with the Commission's activities
- Assists individuals and groups to develop good personal health practices

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- Visits and speaks to members of various health, civic, welfare, and other public health related organizations
- Interprets objectives and policies of the Commission
- Creates and stimulates a public awareness of public health and public health needs
- Assists Commission staff in presenting health information to residents, clients and other individuals
- Assists in the provision of public health clinic services such as influenza clinics and rabies clinics.
- Provides information to the public on various health related issues
- Will be required to learn to utilize various types of electronic and/or manual devices used by the Health Commission or its member municipalities
- Prepares detailed reports on all activities containing findings, conclusions, and recommendations and actions taken and prepares correspondence as needed
- Maintains accurate and complete records and files
- Assists in the development and maintenance of the Commission's web-page, local newsletter materials, and other forms of public communication
- Performs other duties or special projects as required or as assigned
- Assists in identification of and completion of grant applications

<b>Educational/Training Requirements:</b>	<b>Experience:</b>	<b>Licenses/Certifications:</b>
<ul style="list-style-type: none"><li>High School diploma or equivalent</li><li>Bachelors degree in nursing, health education, community health, public health, environmental health, social work or related field</li></ul>	<ul style="list-style-type: none"><li>Nursing preferred</li><li>Health education in a community setting</li><li>Social work experience</li><li>Computer and basic Officer software skills preferred</li><li>Experience as a Registered Environmental Health Specialist in a public health department possible</li></ul>	<ul style="list-style-type: none"><li>Valid NJ Driver's license</li><li>Bilingual in English/Spanish preferred</li><li>Registered Nurse</li><li>Other licenses or certifications as appropriate</li></ul>

### Knowledge, Skills and Abilities:

- Knowledge of the principles of public health

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- Good computer skills
- Knowledge of current public health issues and the types of services needed to address them
- Basic knowledge of the principals of disease control, epidemiology, and environmental health
- Ability to establish and maintain cooperative working relationships
- Ability to gather, analyze and interpret health data
- Ability to communicate effectively, both verbally and in writing
- Ability to prepare reports and correspondence
- Ability to establish and maintain records and files
- Basic customer service skills
- Ability to speak effectively before various audiences
- Ability to work harmoniously with concerned persons
- Ability to take a firm, correct stand
- Ability to utilize various types of electronic and/or manual devices used by the Health Commission or its member municipalities
- Ability to read, write, speak, understand, and communicate in English sufficiently to perform the duties of this position

#### **Physical Demands:**

- The physical demands are minimal and typical of similar jobs in comparable municipalities.

#### **Work Environment:**

- The work environment is representative and typical of similar jobs in comparable municipalities.

*Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.*

<b><u>Health Officer Approval:</u></b>	<b><u>Date:</u></b>
<b><u>Commission Approval:</u></b>	<b><u>Date:</u></b>

*The statements herein are intended to describe the general nature and level of work being performed by employees, and are not to be construed as an exhaustive list of responsibilities, duties, and skills required of personnel so classified. Furthermore, they do not establish a contract for employment and are subject to change at the discretion of the Commission.*