

**Position Purpose:**

Performs professional public health communicable disease management, health education and epidemiology services for the member towns of the Cooperative Public Health Service. Performs all other related work as required.

**Essential Functions:**

*(The essential functions or duties listed below are intended only as illustrations of the various types of work that may be performed. The omission of specific statements of duties does not exclude them from the position if the work is similar, related or a logical assignment to the position.)*

- Provides communicable disease management services to the towns which may include:
  - Contact Tracing
  - State MAVEN system data entry
  - Issuing Isolation and Quarantine orders and monitoring compliance
  - Connecting residents to resources to support them in being safe and healthy.
- Provides community health education for residents of CPHS Member Towns – at fairs, festivals, on social media, in town newsletters, etc.
- Identifies health needs of residents and town employees through community outreach, medical screenings and clinics.
- Provides health promotion and disease prevention activities through targeted interventions, programs, and advocacy
- Creates graphs, charts, and reports from state and local data to understand trends and guide district decision making.
- Stays current with applicable rules, regulations and laws such as those pertaining to isolation and quarantine, management of vaccines, communicable disease surveillance and reporting.
- Informs the Board of Health about health status indicators for their residents.
- Represents the towns on MAVEN, the Massachusetts Virtual Epidemiology Network, and responds to communicable disease outbreaks and reports from MAVEN or other sources.
- Coordinates activities with the Emergency Preparedness Program and other CPHS staff.
- Maintains working relationships with member BOHs and COAs.
- Maintains current knowledge of the social support service network of Franklin County and collaborates with other professionals in this field.
- Performs similar or related work as required, directed or as situation dictates.

**Recommended Minimum Qualifications:**

**Education, Training and Experience:** Bachelor's Degree in relevant field. Contact Tracing experience preferred. Experience communicating persuasively with people from all walks of life; or any equivalent combination of education and experience.

**Knowledge, Ability and Skill:**

**Knowledge:** Principles of public health, human resources of Franklin County/North Quabbin area.

**Ability:** Must be able to work independently. Must have compassion. Ability to analyze and make independent clinical decision. Ability to speak persuasively with the public, one-on-one,

on the phone. Able to communicate effectively and efficiently verbally and in writing at all times.

*Skill:* Strong planning and organizational skills. Excellent employee relations and customer service skills. Proficient computer skills.

**Physical Requirements:**

*The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.*

Regularly required to walk, stand, sit, talk, and hear; use fingers to handle or feel; reach with hands or arms; taste or smell. Ability to view computer screens and work with details for extended periods of time. Must be able to communicate.

**Supervision:**

*Supervision Scope:* Exercises independent judgment and initiative in the execution of public health services. Performs a variety of responsible functions in accordance with state statutes.

*Supervision Received:* Works under the direction of the lead Public Health Nurse and in accordance with applicable provisions of the Massachusetts General Laws, and Board of Health regulations. Employee refers specific problems to supervisor when clarification or interpretation of policies or procedures is required.

*Supervision Given:* None.

**Job Environment:**

- Office work is conducted in a normal office environment; communicable disease management includes evening or weekend calls and on-call for emergencies.
- Regularly operates motor vehicle; when in the office, operates computer and standard office equipment such as telephone, copier, and facsimile machine; when on site, may be required to operate some or all of the following equipment: thermometers, syringes and other medical items and equipment.
- Makes very frequent contacts with the general public, health care professionals and organizations, elected officials and local/state agencies. Contacts are in person, by telephone, and by email and involve an information exchange dialogue.
- Has access to confidential information including individual medical information and other sensitive information.
- Errors in the technical application of recognized public health procedures could seriously endanger public health and safety, result in lower standards of service, have legal and financial ramifications, and cause severe adverse public relations.

*This job description does not constitute an employment agreement between the employer and employee and is subject to change by the employer as the needs of the employer and requirements of the job change.*