

*Job Title: Epidemiology Tech*

Classification Title: Epidemiology Technician/Support Staff	Division: South Plains Public Health District; PHEP/Epidemiology
FLSA Status: Non-exempt	Primary Worksite: TBD
Supervisor: Executive Director/Epi Staff Supervisor	
Employee Printed Name:	Employee Signature:
	Date:

Part time or full time position. Work week as set forth by the Executive Director &/or Epi staff Supervisor. Travel to other area offices as needed.

**Qualifications:**

Degree in Public Health sciences such as Environmental Health, Epidemiology, Public Health Nursing, etc, OR 5 years' experience in any Public Health Clinical Setting. Computer experience necessary. Must have a reliable means of transportation, vehicle liability insurance and a current valid driver's license. Bilingual *preferred* (Low German or Spanish).

**General Description of the Position:**

Under the supervision of the Executive Director &/or Epi Staff Supervisor: plan, develop and perform services related to public health issues and investigation of communicable diseases including foodborne, waterborne, zoonotic and vaccine preventable diseases with on the job training for duties and responsibilities. Case investigations will be outlined as per Texas Department of State Health Services (DSHS) contract requirements. May be required to work unusual hours if necessary. Travel may be required.

**General Responsibilities and Functions:**

1. Responsible for epidemiological follow-up on reportable diseases including coordination, planning and conducting interviews for all investigations.
2. Administer necessary epidemiological duties and office work as directed by the Executive Director &/or Epi Staff Supervisor.
3. Cooperate with hospital infection control personnel, health care providers, other health departments, and DSHS personnel related to investigation of communicable diseases including foodborne, waterborne, zoonotic and vaccine preventable diseases.
4. Represent health district at trainings and meetings as required.
5. Assist with the design and implementation of educational information for individuals as well as the public at large related to acute and chronic disease prevention.
6. Additional duties as directed by the Executive Director &/or Epi Staff Supervisor, including maintaining and posting pertinent public health information via any SPPHD social media platforms.

7. Cross train with other SPPHD Departments as needed, especially Emergency Preparedness (PHEP), and Immunizations.

### **Job Duties:**

1. Investigation of reportable communicable diseases including foodborne, waterborne, zoonotic and vaccine preventable diseases.
2. Investigate all animal bites of humans. Coordinate with local veterinarians and complete paperwork for specimen transfer of heads from suspect animals to state lab for rabies testing when indicated.
3. Solicit the aid of and work with law enforcement officials in achieving observation and enforcement of all rabies control requirements.
4. Assist in coordination with DSHS regional offices related paperwork, information and chest x-ray documentation in positive cases of tuberculosis.
5. Accurately and timely use of the National Electronic Disease Surveillance System (NEDSS)
6. Prepare DSHS required reports in a timely manner.
7. Identify when a communicable disease event rises to the level of a public health emergency and work with Public Health Emergency Plan (PHEP) program personnel to trigger the PHEP and assist in securing rapid response resources if needed.
8. Coordinate and maintain resource and contact information for local, regional, and state infection control personnel and epidemiologists.
9. Related to disease investigation: schedule appointments and or meetings as necessary and/or perform extensive phone interviews on a routine basis.
10. Distribute approved public information and pamphlets to the community with health information and resources available.
11. Participate in Quality Management meetings, as needed.
12. Assist members of management as requested by the Executive Director &/or Epi Staff Supervisor.
13. Participate in on call schedule for disease surveillance and reporting to maintain the 24/7 call system, as needed.
14. Complete all required training, including HIPAA-related and HHSC Cybersecurity Training, in a timely manner.

### **Knowledge, Skills and Abilities**

1. Ability in providing community service support for SPPHD.
2. Ability to get along well with co-workers as well as clients, vendors and partners of the health district including city and county officials and state agencies.
3. Ability to accept responsibility and to accept instructions and direction from supervisor.
4. Knowledge of DSHS regulations and district policies and procedures.
5. Skill in writing and reviewing emergency plans.
6. Knowledge of preparation of reports.
7. Knowledge of Microsoft programs.
8. Obtain training in the use of the NEDSS system as soon as possible upon hire.
9. Maintains client confidentiality per SPPHD and HHSC protocols.

### **Physical Demands:**

1. Must be able to sit for extended periods of time.

2. Must be able to use regular telephone handset and communicate with the public and partners via phone and email.
3. Must be able to use basic office equipment including desktop and laptop computers and all necessary Microsoft applications.
4. Must be able to lift 25 lbs.
5. Must be able to drive to various SPPHD offices for investigations, meetings and trainings to include some night driving on occasions.
6. Must be able to don and doff extensive PPE (training will be provided), including N95 masks. Must be able to tolerate PPE, including mask, for extended periods of time, if needed.

**Work Environment:**

1. Approximately 70% of job duties can be performed remotely, as needed. Approximately 30% will involve duties in the office, at outreach events, or at trainings.
2. Noise level within office environment is normally moderate.
3. Ability to work in a stressful environment and deal effectively with stress.
4. Possess ability to adapt to inclement weather conditions and / or situations.
5. Exposure to disease is possible, although all requisite PPE will be provided to employees to minimize this risk.

**Travel Requirements:**

1. Use of Personal Vehicle: Must have reliable vehicle and proof of vehicle liability insurance for use in travel for SPPHD purposes. Employee will be reimbursed based upon documented mileage between SPPHD offices and other sites. Must agree to maintain a satisfactory Motor Vehicle/ Driving Record and minimum requirement for insurability as required by law.
2. Normal Travel: Ability to transport self frequently within four county area (Gaines, Yoakum, Terry and Dawson) for activities such as meetings, interactions with other agency, county and city officials, pickup/delivery of supplies, review of records, staff relief or other activities.
3. Out of Town Travel: May be required to attend meetings outside of normal travel patterns on SPPHD business including travel to Austin, Dallas, etc. Must be able to negotiate public transportation to/from and in urban areas and provide credit card to guarantee room/non-essentials. Employee will be eligible for cash advances to cover estimated cost of Out of Town Travel based on pre-determined travel policies.