** ESSENTIAL JOB FUNCTIONS**

In compliance with the Americans With Disabilities Act

|  |  |  |
| --- | --- | --- |
| **EMPLOYEE NAME** | |  |
| DEPARTMENT | | Health and Human Services |
| **JOB CLASSIFICATION** | | Public Health Worker 3 (Bilingual) - Communicable Disease Control (CDI, STD) |
| **SUPERVISOR** | | Wendy Zieker |
| **% OF TOTAL WORK TIME** | **RESPONSIBILITY** | |

|  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
|  | |  |  |  | | --- | --- | --- | | **Language(s) Required:** | English / Spanish | | |  | | | | **License(s) / Certification(s) Required:** | | Oregon Driver's License, CPR | |  | | | | **Credentialing Required:** | N/A | | |  | | | | **HIPAA Access Level:** 3A | | | |

|  |  |
| --- | --- |
|  | Essential Job Functions: \* |

|  |  |
| --- | --- |
| 10%  10%    45%  20%  10% | **Planning and Preparation for Case and Field Work**   * Receives reports of Communicable Diseases that require an interview and public health follow-up * Effectively utilize telephone calls text messaging and letters to confidentially locate individuals with a reported Communicable Disease * Gather, assess, and review client and community information using various investigation procedures including interviewing or data mining * Assess and prioritize intervention activities * Maintain field supplies and comply with field safety plans   **Investigation Activities**   * Conduct investigations using various investigation methodologies (e.g. including field investigations, investigations using electronic tools, and site assessments) * Document intervention activities in a timely manner per local protocol * Maintain confidentiality of sensitive client and protected health information   **Client Encounters and Interviewing**   * Verify the client’s identity during client encounters or prior to disclosing confidential information * Notify and educate clients concerning test results, disease exposure, environmental risk, and other relevant health information * Conduct comprehensive interviews employing effective communication skills * Ensure and promote a confidential and comfortable environment for client communications * Inform clients of the importance of seeking care and refer them to the appropriate community or medical resources * Collaborate with clients to gather information on an environmental risk history, risk reduction plan, third parties at risk, or venues where the client or others may have been exposed to diseases * Identify client barriers to needed interventions to conduct partner/contact notification, and/or coordinate solutions to those barrier * Effectively utilize ORPHEUS database for casework and surveillance. * Interprets and/or translates as indicated.   **Clinical Support Services**   * Verify that clients received testing, adequate treatment, and follow-up services as appropriate * Provide clinic testing and treatment follow-up services in accordance with local protocol and CDC recommendations * Testing and Field Services * Identify and respond appropriately to unsafe situations * Participate in event-based and targeted testing, screening, or outreach * Administer, and/or deliver testing, test results, and/or treatment to clients * Collect or transport specimens   **Case Analysis**   * Determine disease intervention time frames, procedures, and objectives * Recognize or address gaps in information elicited and conduct client interviews to collect necessary information * Review available case information and conduct case analysis to determine case priority level, dis- ease staging classification, and/or additional steps for intervention   **Occasionally flexes schedule to provide services outside of normal Monday-Friday 0830-1700 business hours.** |

|  |  |
| --- | --- |
| 5% | **\*Other Job Duties:**  Other job duties as assigned by your supervisor |
|  | Response Level 1: In the event of an emergency, employee makes a reasonable effort to report to work. Employee may be required to perform duties outside of their regularly assigned duties. Employee may be requested to work an extended or flexible schedule. Due to regular assignment, employee may be assigned a leadership role in the provision of essential services or response functions. Staff at this response level must complete Incident Command System 100, 700, 200, and 800 on-line or in-person training.  Response Level 2: In the event of an emergency, employee makes a reasonable effort to report to work. Employee may be required to perform duties outside of their regularly assigned duties. Employee may be requested to work an extended or flexible schedule. Staff at this response level must complete Incident Command System 100 and 700 on-line or in-person training. |

|  |  |  |  |
| --- | --- | --- | --- |
|  | * Complies with all Health Department Behavioral Expectations, County and Department policies and procedures * Uses technology tools, such as computers and other hardware, software programs as adopted by the county and the department so as to conduct and discharge department and service area business and to maintain, collect and report client and service information. * Provides backup and support to co-workers. * Wears personal protective equipment when doing job tasks that are of increased risk to exposure. * Maintains punctual and regular work attendance * Participates in employee training and orientation * Provides training to co-workers as requested * Maintains required licenses/certifications/credentials as required by position * Maintains acceptable driving record and valid drivers license. Willing and able to drive a motor vehicle to provide services, perform duties outlined in EJF and/or to attend trainings and meetings **OR**   If drivers license is not a requirement of the position, ability and willingness to use other means of transportation to provide services, perform duties outlined in EJF and/or to attend trainings and meetings. | | |
|  | **Physical Functions Attached** | | |
|  | |  |  |
|

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Employees Signature | Date |  | Supervisors Signature | Date |
|  | | | | |
| **\*Essential Job Function**: (a) The position exist to perform that function, or (b) there are a limited number of employees available among whom the performance of that job function can be distributed, or (c) the function is of a highly specialized nature. | | | | |

PHYSICAL FUNCTIONS

**Employee Name:**

**Job Title:**  Public Health Worker 3 (bilingual)

**Department:**  Health and Human Services

**Service Area:**  Communicable Disease - CDI//STD

**Supervisor:**  Wendy Zieker

The following physical functions are required to perform the essential functions of the job:

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| **Check if essential function** | **ACTIVITY** | **FREQUENCY**  **(Percent of total time)** | | | | |
| Continually  (67 – 100%) | Frequently  (34 - 66%) | Occasionally  (6 - 33%) | Rarely  (0 - 5%) | Comments |
| POSITION-MOVEMENT | | | | | | |

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
|  | Standing |  |  |  |  |  |
|  | Sitting - up to ½ hour |  |  |  |  | Desk and telephone work. Drives to distant parts of County. |
|  | Moving about work area |  |  |  |  |  |
|  | Bending forward |  |  |  |  |  |
|  | Stoop position - 1 min. |  |  |  |  |  |
|  | Climbing stairs - 1 floor |  |  |  |  |  |
|  | Crawling - hands & knees |  |  |  |  |  |
|  | Reaching overhead |  |  |  |  |  |
| LIFTING STRENGTHS # of lbs. | | | | | | |
|  | Lifting |  |  |  |  | Lbs: 10 lbs canned goods |
|  | Pushing/Pulling |  |  |  |  | Lbs: 50 |
|  | Moving carts, etc. |  |  |  |  | Lbs: 25 |
|  | Carrying items |  |  |  |  | Wt/Size/Distance: 10 lbs/20ft |
| DEXTERITY-COORDINATION | | | | | | |
|  | Keyboard Operation |  |  |  |  |  |
|  | Rapid-mental/hand/eye coordination |  |  |  |  |  |
|  | Operation of motor vehicle |  |  |  |  | Clinics, home visits |

|  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- |
| SPEECH, HEARING, SIGHT | | Activity Required | | | | | |
|  | Clear & audible speaking voice | Yes:  No : | | | |  | |
|  | Correctable vision | To read (size print) 12pt: Other: 6 pt to read med vials | | | |  | |
|  | Distinguish colors | Yes:  No: | | | |  | |
|  | Distinguish shades | Yes:  No: | | | |  | |
|  | Depth perception | Describe: administer TB test; draw blood | | | |  | |
|  | Ability to hear | Normal speech level:  Whispered level: | | | |  | |
|  | Other specific hearing requirements | Describe: | | | |  | |
| EXPOSURE TO ENVIRONMENTAL FACTORS | | | **C**ontinually | **F**requently | **O**ccasionally | | **R**arely |

|  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- |
| Exposure | Item | Frequency | Exposure | Item | Frequency | Exposure | Item | Frequency |
|  | Heat | 20% |  | Smoke |  |  | Noise |  |
|  | Cold | 20% |  | Vibration |  |  | Wet area | O |
|  | Humidity |  |  | Uneven area | F |  | Ladder/ Scaf. |  |
|  | Dust |  |  | Radiation |  |  | Chemicals | R |
| OSHA Blood/Body Fluid (BBF) exposure category: Occupational Health Nurse to determine. | | | | | | | | |

|  |
| --- |
| Other Comments: Rare exposure to alcohol antiseptic and bleach-based disinfectant. Frequently carries items 2-3 lbs. Rarely carries immunization totes and food supplies weighing 10 lbs; Frequent driving to field visits in hot , moderate and cold weather. ; Frequent use of phone and e-mail to communicate. |