



JOB DESCRIPTION

JOB TITLE: PUBLIC HEALTH RESPONSE SPECIALIST

REVISED: 09/01/2021

Full Time, Non-Exempt

GENERAL STATEMENT OF DUTIES:

A Public Health Response Specialist will contribute to the epidemiologic surveillance and investigation to reduce COVID-19 community transmission in the Northeast Colorado Health District.

SUPERVISOR | **DEPARTMENT**
COVID Epidemiologist Manager | COVID Response Division

LOCATION:

- Logan, Morgan, or Yuma County Office(s) or Teleworking /Onsite
- Specific requirements must be met to telework such as having a private working space and high speed internet, etc.

PRIMARY DUTIES:

Any one position may not include all of the duties listed, nor do the listed examples include all tasks which may be found in positions of this class. The Northeast Colorado Health Department retains the right to modify or change the duties or essential and additional functions of the job at any time.

The Public Health Response Specialist will be a key team member in the Community Response Team conducting case investigations, contact tracing, answering COVID-19 Information Line calls, and issuing resource referrals. Collectively this team will work to prevent COVID-19 transmission by isolating sick individuals and placing exposed individuals in quarantine.

Public Health Response Specialist will be making an impact at NCHD and in the community through the following activities:

- Calling community members with a positive COVID-19 test.
- Rotate with other on-call for weekend coverage.
- Identify and collect contact details of household members and other contacts
- Connecting cases and household contacts to various services (including social support structures, testing, clinical care, etc.).
- Provide education about isolation and quarantine procedures for cases and household contacts.
- Conduct daily check-ins to assess signs/symptoms via locally designated method. Facilitate referrals for testing and medical evaluation for clients who become symptomatic.
- Work with their team to ensure data collection is complete and information is shared with appropriate team members.
- Share feedback from the community to promote a coordinated COVID-19 response effort.
- Communicate with various agencies, including community-based organizations serving target populations, regarding COVID-19.
- Assist with coordination and logistics for COVID-19 testing sites, and vaccination pods.



- Participate in requisite trainings, regular program meetings and quality monitoring improvement activities in order to ensure and enhance the quality of contact notification activities and program outcomes.

QUALIFICATIONS

A successful Public Health Response Specialist will have the following traits and abilities:

- Strong work ethic and passion for community health.
- Ability to handle confidential information with discretion and professionalism.
- Ability to adapt to changing environments and receive constructive feedback.
- Excellent interpersonal skills required and ability to interact professionally with culturally diverse individuals during a time of crisis; strong empathy skills to handle challenging issues.
- Excellent computer skills, including Microsoft Office, word processing, spreadsheets, and databases.
- An associate's or bachelor's degree from an accredited college or university in public health, human services, behavioral health, wellness, health care management, grants management, public administration, business administration or related field preferred. Direct customer service or case management experience may be considered in lieu of education.
- 2 years of experience in public health, human services, social work, behavioral health, wellness, health care management or related field preferred. Experience can include volunteer or internship experience.
- Ability to speak, read, and write Spanish and English fluently
 - Bilingual Incentive: NCHD compensates bilingual employees with an additional salary stipend to recognize the value it brings to our operations.
- Must possess a valid driver's license and have access to dependable transportation readily available for business use.

WORKING ENVIRONMENT:

- Activities involve standing, sitting, driving, stooping, kneeling, climbing, lifting and carrying, transferring objects, reaching, pushing and pulling.
- Stairs are present in many offices.
- The climate and/or temperature may not be comfortable at times.
- Office equipment will be used including calculators, copy machines, telephones, keyboards and computers. Skills and activities require fine motor dexterity, good vision, good hearing and clear speaking.
- Travel is expected of all staff throughout the 6 county region (Logan, Morgan, Phillips, Sedgwick, Washington and Yuma).

DRUG-FREE WORKPLACE STATEMENT

The Northeast Colorado Health Department is a drug-free workplace that provides employment opportunities in compliance with all pertinent federal, state and local laws and values that promote employee participation in the delivery of quality services to and on behalf of the community.



EQUITY IN THE WORKPLACE

NCHD celebrates diversity in the workforce. We welcome applicants of all ages, ethnicities, genders, sexual orientations, and religions.

HIPAA STATEMENT

Employees are required to maintain sensitive and confidential client information according to the HIPAA policy.

EMERGENCY PREPAREDNESS AND RESPONSE DUTIES

Employees are required to complete emergency response training, exercises, and drills to prepare for a public health emergency. Employees required to support public health emergencies, incidents and events.

OTHER

The Public Health Response Specialist position is a full-time position funded by COVID grants for up to 23 months. While there is no guarantee of continued employment if funding is discontinued, NCHD will attempt to place the affected employee in a position of equal responsibility and wage, if a position is open and available.