



Josephine County, Oregon

Human Resources Office

Josephine County Courthouse
500 NW 6th Street Dept 11 / Grants Pass OR 97526
(541) 474-5217 / FAX (541) 474-5218 / TTY (800) 735-2900

POSITION DESCRIPTION

Job Title: Communicable Disease Nurse
Department: Public Health
FLSA Status: Non-Exempt
WC Code: 8835
Effective Date: June 1, 2019
Last Revised: June 1, 2019
Pay Grade: A22
Union: AFSCME

SUMMARY

The Communicable Disease Registered Nurse provides specialized professional nursing expertise related to epidemiological trends and the transmission, treatment, and containment of communicable diseases within the community. Duties require independent judgment, working knowledge of epidemiology that includes current clinical knowledge, treatment requirements, risk factors, infectious disease management and, current nursing techniques and case management related to treatment of public health outbreaks.

ESSENTIAL DUTIES AND RESPONSIBILITIES

(Illustrative Only. Any single position in this classification will not necessarily involve all of the listed duties below and other positions will involve duties which are not listed. These duties represent the essential functions needed of persons in this classification.)

1. Monitors and provides case management services to individuals with communicable diseases such as tuberculosis, HIV or hepatitis; assesses health status and plans treatment regimens, using established medical protocols and prevention control measures; communicates details of treatment plans with client; coordinates patient care with other health care providers; orders tests and medications, and monitors client response; maintains records related to treatment plan and ensures proper medical regimen is followed and documented.
2. Collects, analyzes and reports communicable disease and epidemiological data; investigates reports of communicable disease and surveys occurrences of reportable disease in individuals and groups, following medical protocols, guidelines, and procedures; develops reports and communicates findings to other medical and professional partners including recommendations regarding control measures; monitors status of outbreaks; maintains databases and compliance with program standards and legal requirements.
3. Acts as a resource and provides consultation and health information to individuals, families, health care providers, community agencies, schools, and other agencies regarding communicable diseases; collaborates with other jurisdictions in program planning, infection control management, coordination and integration to improve and standardize services.
4. Enforces communicable disease codes in accordance with Health Authority guidelines and in consultation with the Health Officer; identifies and communicates exclusions from public facilities according to state or local guidelines.

5. Coordinates programs under assigned specialty area of public health; participates in health team planning activities; develops and updates policies and procedures related to communicable disease services in conjunction with management; participates on internal and external communicable disease related committees; works closely with Health Officer and CD Manager to develop and maintain standing-orders and protocols.
6. Other duties as assigned.

SUPERVISORY RESPONSIBILITIES

This position does not have supervisory responsibilities.

QUALIFICATIONS

1. Thorough knowledge of: Principles, methods, and procedures of nursing as applied to health practice; preventative medicine and sanitation; community health aspects of nursing programs including continuity of patient care and nursing services in public health programs; cause, treatment, prevention and/or early detection of communicable diseases.
2. Working knowledge of: Principles of epidemiology and health related research; disease transmission, risk factors, treatment, and the investigation techniques used to investigate a disease outbreak and data; community resources available for assistance in public health programs; current trends and concepts relative to professional nursing practice related to public health conditions; principles of public health education and adult education principles.
3. Skill to: Maintain professional communication with a variety of individuals, groups and agencies during stressful situations; communicate effectively, both orally and in writing; provide consultation on complex and sensitive public health issues; work effectively with individuals and families to provide effective treatment of health problems; analyze situations accurately from multiple perspectives and take effective action; plan and conduct research projects; establish and maintain effective working relationships with the general public, and other departments and agencies; communicate effectively including preparation of clear and concise records and reports; provide high quality nursing care; plan and coordinate the activities of other individuals who will provide care; instruct in the prevention of diseases, promotion of health and nursing care of an ill or injured person; analyze and interpret epi information and maintain data systems; use Microsoft Office programs (Outlook, Excel, Word, PowerPoint) and ability to efficiently and accurately type information into the computer.

EDUCATION AND EXPERIENCE

Bachelor's Degree in Nursing (BSN) from an accredited College or University.

JOB IMPACT

Consequences of error could include exposure to litigation, public embarrassment, physical harm, loss of public health funding, potential spread of communicable disease, and/or loss of license.

TYPICAL PROBLEMS ENCOUNTERED: Public Health communicable disease outbreaks such as hepatitis, measles, or food borne illness; clients who are anxious and resistant to services including vaccines; patients who are noncompliant and/or verbally abusive.

JOB CONTACTS

This position works directly with individual patients and families as needed, the Oregon Health Authority (OHA), other social service agencies, law enforcement personnel, schools, physicians, and other health care providers.

LANGUAGE SKILLS

Ability to communicate effectively both verbally and in writing, establish and maintain effective working relationships with other employees and the public, read and interpret documents such as operating and maintenance instructions, and procedure manuals, write routine reports and correspondence, and communicate effectively.

MATHEMATICAL SKILLS

Ability to add, subtract, multiply, and divide in all units of measure, using whole numbers, common fractions, and decimals. Ability to compute rate, ratio, and percent and to draw and interpret bar graphs.

REASONING ABILITY

Analytical and critical thinking skills are required. Ability to recognize when to refer clients for further assistance. Ability to use initiative and judgment.

OTHER SKILLS AND ABILITIES

Familiarity with epidemiology and GIS are desirable.

CERTIFICATES, LICENSES, REGISTRATIONS

Possession of or ability to obtain a valid Oregon Driver's license, safe driving record. Active Oregon Nursing License (RN License).

BACKGROUND INVESTIGATION

Those employed in this position may be subject to pre-employment drug testing and a background investigation, including but not limited to criminal background investigation. Conviction of a crime will not necessarily disqualify an individual for this classification.

WORK ENVIRONMENT

Incumbents in this classification are exposed to communicable diseases, including blood-borne diseases. Incumbents are occasionally required to lift and/or carry boxes of supplies weighing up to approximately 30 pounds. Employees may also be required to drive to outlying rural clinics in possibly hazardous weather and/or road conditions. This position is impacted by the necessity of meeting timelines; repetitiveness of explanations and procedures; heavy or uncontrollable work flow; the need to make judgments under pressure; the need for accuracy; and uncontrollable interruptions.

PHYSICAL REQUIREMENTS

The physical requirements outlined 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.

PHYSICAL REQUIREMENTS

Check if required for essential job function	Activity	Never 0%	Occasionally 1-33%	Frequently 34-66%	Continuous 67-100%
<input checked="" type="checkbox"/>	Standing	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
<input checked="" type="checkbox"/>	Sitting - 1/2 hour plus	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
<input checked="" type="checkbox"/>	Moving about work area	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
<input checked="" type="checkbox"/>	Bending forward	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
<input checked="" type="checkbox"/>	Stoop position - 1 minute plus	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
<input checked="" type="checkbox"/>	Climbing stairs - 1 floor	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/>	Crawling - hands & knees	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<input checked="" type="checkbox"/>	Reaching overhead	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<input checked="" type="checkbox"/>	Lifting strength	# of pounds = 35lbs			
<input checked="" type="checkbox"/>	Lifting	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<input checked="" type="checkbox"/>	Patient Lifting	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<input checked="" type="checkbox"/>	Lifting Overhead	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<input checked="" type="checkbox"/>	Moving carts, etc.	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<input checked="" type="checkbox"/>	Carry items	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<input checked="" type="checkbox"/>	Dexterity/Coordination	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
<input checked="" type="checkbox"/>	Keyboard Operation	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
<input checked="" type="checkbox"/>	Rapid-mental/hand/eye coord.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
<input checked="" type="checkbox"/>	Operation of motor vehicle	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Speech, Vision & Hearing					
<input checked="" type="checkbox"/>	Distinguish colors	Yes: <input checked="" type="checkbox"/>	No: <input type="checkbox"/>		
<input checked="" type="checkbox"/>	Distinguish shades	Yes: <input checked="" type="checkbox"/>	No: <input type="checkbox"/>		
<input checked="" type="checkbox"/>	Depth perception	Describe: <input type="checkbox"/>	Normal		
<input checked="" type="checkbox"/>	Ability to hear	Normal Speech Level: <input type="checkbox"/>			
<input type="checkbox"/>	Other Spec. Hearing Req.	Describe: <input type="checkbox"/>			
Exposure - Environmental Factors					
<input checked="" type="checkbox"/>	Heat	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<input checked="" type="checkbox"/>	Cold	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/>	Humidity	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<input checked="" type="checkbox"/>	Wet Area/Slippery	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<input checked="" type="checkbox"/>	Noise	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<input checked="" type="checkbox"/>	Dust	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/>	Smoke	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/>	Vibration	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<input checked="" type="checkbox"/>	Chemical Solutions	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
<input checked="" type="checkbox"/>	Uneven Area	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/>	Ladder/Scaffold	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/>	Ionization	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/>	Radiation	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<input checked="" type="checkbox"/>	Body Fluids	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>