

**INGHAM COUNTY  
JOB DESCRIPTION**

**COMMUNICABLE DISEASE CONTROL SUPERVISOR**

**General Summary:**

Under the supervision of the Medical Director, the Disease Control Supervisor is the Manager for the Disease Control Program. The Disease Control Supervisor is responsible for budget development, the development and management of contracts with community agencies, and health care providers; program planning; implementation, evaluation and assuring compliance with state guidelines and policies for communicable disease control, prevention and control of lead poisoning, and HIV/AIDS programs. The Disease Control Supervisor is responsible for the development and implementation of the Ingham County Health Department policy for blood borne pathogens, immunizations, continuing quality assurance, and immunization registry.

**Essential Functions:**

An employee in this position may be called upon to do any or all of the following. (These examples do not include all of the tasks this employee may be expected to perform).

**1. Internal**

- a.. Responsible for the delivery of appropriate disease control activities as defined by standard of care guidelines and applicable state and federal rules, regulations, and policies.
- b. Responsible for the development and management of a communicable disease reporting process that meets the needs of the department and is in compliance with all state and federal requirements.
- c. Responsible for the development and management of a program to prevent and control lead poisoning.
- d. Responsible for the development and overall management of the HIV/AIDS program.
- e. Responsible for the development and management of an immunization program, and immunization registry.
- f. Responsible for the development and management of the health department blood borne pathogen programs.
- g. Responsible for the development and management of a continuing quality assurance program.
- h. Attendant responsibilities include:
  1. Leadership in the development of Disease Control annual goals and objectives, annual budget and the appropriate evaluation of the above noted programs.
  2. Monitoring the compliance of all programs as related to state and federal rules and regulations, grant requirements, fulfillment of required reporting requirements, and all other things as may be related to the management of the

## **Communicable Disease Control Supervisor**

### **Page 2**

noted programs. Properly supervise assigned staff to carry out the operations of the Disease Control Unit following acceptable standards set forth within the County personnel policies, union contracts, state and federal law, and any other mandated guidance.

- i. Responsible for the coordination of occupational and other Health Department related health and safety issues.
- j. Responsible for the provision of staff development trainings, related to continuing education, health and safety, mandated OSHA, etc., for the Health Department personnel.
- k. Responsible for overall management of Nursing Home evaluation program.

## **2. External (Community)**

To the extent necessary, work with individuals and agencies within the community to assure the appropriate operation of all of the programs under the influence of the Disease Control Supervisor.

Other responsibilities would include:

- a. Working with the health care community to facilitate reporting and care of individuals with a communicable disease.
- b. Development of a working relationship with the state, federal and local agencies.
- c. Work with the community to provide leadership and support to the HIV/AIDS programming that exist as well as the development of needed services. Provide consultation and education services.
- d. Work within the community to improve immunization rates and implement and coordinate the immunization registry.
- e. Work with community services in overseeing several budget and service requirements for organizations provided funding by the Health Department.
- f. Work with the community to provide education, consultation, and Quality Assurance services related to disease control issues.

- 3. Perform related duties as required.

### **Other Functions:**

- 4. None listed.

**Communicable Disease Control Supervisor**  
**Page 3**

**Employment Qualifications:**

**Education:** Master's Degree in Public Health, Epidemiology, Public Health Administration, or a related field required.

**Experience:** Must have five years of related experience.

**Other Requirements:**

The qualifications listed above are intended to represent the minimum skills and experience levels associated with performing the duties and responsibilities contained in this job description. The qualifications should not be viewed as expressing absolute employment or promotional standards, but as general guidelines that should be considered along with other job-related selection or promotional criteria.

**Physical Requirements** (This job requires the ability to perform the essential functions contained in this description. These include, but are not limited to, the following requirements. Reasonable accommodations will be made for otherwise qualified applicants unable to fulfill one or more of these requirements):

**Working Conditions:**

Works in office conditions. Exposure to communicable diseases, blood and other bodily fluids.

