

INGHAM COUNTY JOB DESCRIPTION

COMMUNICABLE DISEASE FIELD REPRESENTATIVE

General Summary:

Under the supervision of the Clinic Coordinator-Adult Health, interviews, educates, and counsels clients who seek services at the Sexually Transmitted Infection (STI) clinic, obtains names of sexual partners of those infected with Gonorrhea, Syphilis, Chlamydia, or HIV and searches for these partners in the community to encourage them to seek care. Prepares reports of investigations and completes and monitors reports from physicians to ensure that patients have been adequately treated for infections. Conducts classes on sexually transmitted diseases for individuals contemplating marriage and for other community based organizations and groups needing STI education. Oversees Communicable Disease Investigators and support staff.

Essential Functions:

1. Oversees Communicable Disease Investigators and support staff by reviewing documentation on charts and interview and disease report forms and coordinating their work assignments. Monitors distribution of STI drugs to all County Health Centers. Completes monthly statistical reports.
2. Assesses clients during face to face interviews for their risk of contracting HIV and other sexually transmitted infections and records relevant information in client charts and disease control forms.
3. Counsels clients how to prevent risks concerning sexually transmitted diseases and may refer them to social service agencies that can aid them in this process. Assists patients in the development of a plan to cope with the lifelong infections of HIV, hepatitis B, herpes, and genital warts.
4. Conducts field and office investigations to seek out sexual partners of infected individuals including phone calls, letter writing, records searches, and face-to-face notifications of persons in homes, hospitals, jails, and street corners.
5. Elicits required statistical and demographic data from patients for Center for Disease Control for monitoring of HIV infection and records required data on scanner forms and HIV positive report forms.
6. Persuades infected patients to give names of sexual partners and completes interview forms and field record forms on those partners.
7. Develops and maintains working relationships with medical providers advising them regarding current laws, diagnostic procedures, proper medications for sexually transmitted infections, and disease reporting procedures.

8. Completes reports on Gonorrhea, and Chlamydia for Michigan Department of Community Health.
9. Reviews medical charts for appropriate STI testing and treatment and documents on daily logs. Reviews current medical information and literature on sexually transmitted diseases.
10. Collaborates with AIDs Coordinator to ensure the appropriate health department staff perform responsibilities required by Michigan law concerning HIV infected persons and partners.
11. Conduct educational classes on sexually transmitted infections.
12. Ensures that clinical documentation regarding clients is kept secure and confidential and maintained consistent with Health Department policies and procedures.

Other Functions:

13. During a public health emergency, the employee may be required to perform duties similar to but not limited to those in his/her job description.

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

Employment Qualifications:

Education: Possession of a Bachelor's Degree in a Social Science or a health related field.

Experience: Two years of experience which provided familiarity with public health programs.

Other Requirements: Possession of a valid Michigan driver's license.

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]:

Ability to walk over uneven terrain and climb stairs.

Ability to lift charts, slide projectors, and boxes of educational materials.

Ability to access departmental files.

Ability to enter and retrieve information in a computer.

Ability to travel throughout the County to various locations.

Working Conditions:

Works in office conditions and travels throughout the County to conduct investigations, attend meetings, and make educational presentations.

