



CITY OF EVANSTON
AN EQUAL OPPORTUNITY EMPLOYER M/W/D



Job Opportunity
For all qualified Individuals

Posting Date: June 10, 2008

Closing Date: Open until filled

Communicable Disease Surveillance Specialist
Health and Human Services Department, Community Health Division
\$50,076 to \$62,244 Annually

NATURE OF WORK

Position is responsible for reporting and case follow-up of incidences of communicable diseases. Performs home visits when indicated to locate untreated persons with positive test results and/or people who are known to be in direct contact with untreated persons with a positive test results in Tuberculosis or other communicable diseases. Instructs families in the care and rehabilitation of clients. Investigate the sources of disease in accordance with policies and procedures determined by law. Solicits assistance and cooperation in detection, reporting and treatment from laboratories, clinics, school clinics, hospitals, and physicians. Provides education to Evanston residents through presentations covering communicable diseases as requested and/or needed.

ESSENTIAL FUNCTIONS (Specific assignment will include some or all of the following):

- Responsible for 24 hour mandated reporting of communicable disease incidents to the Illinois Department of Public Health
- Serves as the primary 24/7 contact for communicable diseases reports into the department, thus requires carrying a City of Evanston cell phone.
- Responsible for collecting information concerning the incidence and sources of communicable diseases; applies investigative techniques and procedures used in tracing the source of disease.
- Performs community investigations, including home visits when indicated, of communicable/infectious disease incidents.
- Serves as a liaison with the communicable disease departments of Evanston Northwestern Healthcare and St. Francis-Resurrection Hospital.
- Responsible as the department's liaison to various bio-terrorism and disease surveillance task forces.
- Serves as the department liaison to State and Federal public health officials regarding communicable/infectious diseases.
- Serves as the department's liaison to university and local school district health officials regarding communicable/infectious disease investigations.
- Performs required procedures in application of the law, policies and regulations pertaining to one or more communicable disease programs.
- Visits/telephone calls to laboratories, clinics, hospitals and physician offices to solicit assistance and cooperation in disease reporting and treatment.
- Responsible for a variety of information and educational activities (written and presentations) related to the control of communicable diseases to the general public.
- Complete Laboratory Weekly reports and notify clients on laboratory reports when indicated.
- Responsible for planning activities regarding communicable disease related immunization programs and mass distribution of pharmaceuticals.
- Maintains resource information on existing and emerging communicable/infectious diseases.
- Other duties and responsibilities as assigned

MINIMUM REQUIREMENTS OF WORK

Masters Degree in Public Health with experience in communicable disease reporting, tracking and surveillance, and or RN, BSN prepared with training in epidemiological studies strongly preferred.

Knowledge of the theory and practice of communicable disease control.

Must possess the ability to maintain satisfactory working relationships with hospitals, laboratories, physicians and community organizations.

Ability to become progressively adept at performing epidemiological investigations.

Basic computer knowledge to include Microsoft Office, database development and maintenance.

The ability to apply principals of rational systems to solve practical problems and deal with a variety of concrete variables in situation where only limited standardization exists. To interpret a variety of instructions furnished in written, oral, diagrammatic, or schedule form.

The ability to add, subtract, multiply and divide all units of measure: to perform the four operations with like or common decimal fractions; to compute ratios, rate, and percent; to draw and interpret bar graphs.

The ability to read manuals (safety, instructional, etc), professional journals, newspapers, financial reports, and encyclopedias; to prepare work assignments, summaries, and reports using prescribed format and conforming to all rules of punctuation, grammar, diction, and style. and the ability to speak before audiences with poise, using correct English.

SUPERVISION

Operates under the direct supervision of the Environmental Health Division Manager. Guidance is provided via the City code, ordinances, and State of Illinois Communicable Disease Code. Performance is reviewed through observation, completion of daily and assigned tasks as well as communication with the Environmental Health Division Manager. Work is formally evaluated at least annually, with respect to communicable disease expertise, achievement of goals and objectives, problem solving ability, analytical skills, communication skills and performance in accordance with this classification standard.

PUBLIC CONTACT

The employee has regular and frequent contact with City employees, members of the public, Hospitals, Primary Schools, Secondary Schools, University, and the public with regard to outbreaks of disease, emerging diseases and updating current information. Forms of communication are considered: lectures, workshops, newsletters, press releases, articles in the local newspaper, etc.

PHYSICAL REQUIREMENTS OF WORK

Light Work: Exerting up to 20 pounds of force occasionally, and/or up to 10 pounds of force frequently, and/or up to negligible amount of force constantly to move objects.

The worker is subject to inside environmental conditions: Protection from the weather conditions but not necessarily from temperature changes. This job requires that one goes outside of building and drive to investigation sites in cold, rainy, or hot weather conditions. Communicable diseases are contagious; persons must use universal precautions to protect self, eyes, skin, etc.

SELECTION METHOD

TYPE OF ELIGIBLE LIST

LIFE OF ELIGIBLE LIST

Structured Oral Interview
Qualifications Assessment

Category Group

Two (2) Years

To apply for this position, please submit a cover letter and resume or a completed Employment Application form to Human Resources.

*City of Evanston, Department of Human Resources
2100 Ridge Ave.
Evanston, IL 60201-2798*

Successful candidates will be subject to a Pre-employment Medical Examination and Drug/Alcohol Screening