

COMMUNICABLE DISEASE CONTROL COORDINATOR II**NATURE OF WORK IN THIS CLASS:**

This is complex professional work involved in the investigation, prevention and control of communicable diseases or chronic diseases.

Employees in this class perform the full range of complex professional duties, including independent work in specialized areas of the profession. Employees often serve as team or group leaders over less experienced professional/technical staff.

ILLUSTRATIVE EXAMPLES OF WORK: (These examples do not list all the duties which may be performed; any one position may not include all the duties listed.)

Plans and organizes a communicable or chronic disease control program.

Communicable Disease:

Coordinates and conducts the screening and detection process for communicable diseases.

Coordinates field work needed in locating patients, contacts and suspects of various communicable diseases; ensures that the necessary treatment and control procedures are followed by patients to prevent any further spread of the disease.

Coordinates maintenance of records of cases and reporting system to ensure accurate collection of data for evaluation, operational and statistical analysis.

Prepares plans, budget, and grant applications for communicable disease activities.

Reviews the law, regulations and procedures pertaining to communicable diseases and prepares/recommends amendments as necessary to reflect new ideas, techniques, procedures and requirements.

Works with CDCC Chief in establishing and updating program operations in communicable disease projects.

Evaluates the effectiveness of control activities and services of the health department and other program activities and recommends changes necessary to enhance program effectiveness.

Conducts meetings and training sessions for public health department personnel, school health counselors and allied health professionals in communicable disease matters and in methods, procedures and disease control techniques.

Transports specimen to laboratory using sanitary techniques.

Maintains liaison with the military, private clinics and hospitals to encourage surveillance and reporting to Public Health of suspected or confirmed communicable disease cases.

Reviews the latest medical protocol recommended by the Federal Center for disease control.

Establishes and maintains an accurate and confidential medical record system for all communicable disease patients and contacts.

Trains CDC investigators in the latest techniques of field follow-up and case interviewing.

Prepares statistical and technical reports.

Performs related duties as required.

Chronic Disease Control:

Develops procedures for the Chronic Disease Registry and the screening process for blood pressure and blood sugar at public and private agencies.

Collaborates with program health educator in the planning, coordination, implementation, and evaluation of health education activities.

Coordinates with nutrition personnel in the evaluation of nutrition services in the chronic disease clinics to maintain disease control of patients with hypertension and diabetes.

Evaluates program effectiveness by compiling statistical data of patient incidences.

Monitors the status of the public health chronic disease program patients and Salud Y Manamko program patients through the use of the daily Chronic Disease Clinic reports.

Prepares plans, budget and grant applications for chronic disease activities.

Serves as official representative of the CDPC program communities.

Prepares reports and maintains records.

Performs related duties as required.

MINIMUM KNOWLEDGE, ABILITIES AND SKILLS:

Knowledge of the principles and practices relating to control, prevention and treatment of chronic diseases.

Knowledge of the methods and the techniques of detecting various communicable or chronic diseases.

Ability to prepare plans, budget and grant applications for a specified program.

Ability to lead the work of others.

Ability to make work decisions in accordance with program guidelines.

Ability to interpret and apply pertinent laws, regulations, policies, procedures, and other guidelines governing program operations.

Ability to exercise sound judgement.

Ability to communicate effectively, orally and in writing.

Ability to maintain records and prepare reports.

Skill in the operation of motor vehicle.

MINIMUM EXPERIENCE AND TRAINING:

- (a) Two years of experience in communicable disease control or chronic disease control work and graduation from a recognized or accredited college or university with a Bachelor's Degree in the health sciences or closely related fields; or
- (b) Any equivalent combination of experience and training which provides the minimum knowledge, abilities and skills.

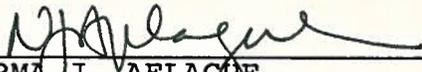
NECESSARY SPECIAL QUALIFICATION:

Possession of a valid driver's license.

This standard revises and supersedes the Communicable Disease Control Coordinator II standard issued January, 1986.

PAY RANGE: 44

AMENDED: May, 1988



NORMA J. AFLAGUE
Executive Director
Civil Service Commission