

BI-NATIONAL SURVEILLANCE LIAISON

GRADE: 06

GENERAL DESCRIPTION

Participates as a member of the Early Warning Infectious Disease Surveillance Team (EWIDS) for all-hazards public health preparedness and response duties both locally and bi-nationally; Assists with bio-terrorism/all hazards defense risk communication planning; Coordinates and ensures complete reporting/data exchange/specimen submission in a bi-national support; Participates in outbreak investigations both locally and bi-nationally; Prepares graphics and slides of epidemiological data; Creates surveillance and case investigation forms, fact sheets, and brochures regarding notifiable conditions and all-hazards response; The work involves research, analysis, writing, editing, production and coordination of materials to inform and educate the public about public health emergency preparedness, bio-terrorism, and infectious disease issues both locally and bi-nationally. Participates also as a member of the Public Health Preparedness and Response Team (PHPRT); May respond to all bio-terrorism events or large disease outbreak anywhere in the state and along the Texas/Mexico border; The Bi-National Surveillance Liaison will be required to be “on call” 24 hours a day, 7 days a week, 365 days a year with possible frequent travel to Mexico. This position is subject to funding availability.

EXAMPLES OF WORK PERFORMED

Assists in bi-national development of a plan for crisis and emergency risk communication (CERC) and information dissemination to educate the media, the public, partners and stakeholders regarding the risks associated with real or apparent threats and effective bi-national public response

Assists with all matters concerning crisis and emergency risk communication bi-nationally

Participates as a member of the Public Health Preparedness and Response Team and may respond to a bio-terrorism event or disease outbreak bi-nationally

Assists in developing effective relationships and networks of communication to promote teamwork and collaboration in implementing bio-terrorism response activities bi-nationally

Responds to written and verbal requests for disease reporting and bio-terrorism defense information bi-nationally

Conducts routine disease surveillance activities bi-nationally; Contacts physicians, hospitals, laboratories and others to identify and collect data for persons with specific symptoms or disease

Works collaboratively with health care professionals to coordinate data collection procedures bi-nationally; Monitors incoming data to ensure accuracy and completeness and when necessary, contacts submitters to collect or correct data

Creates database structures and enters morbidity data; Performs database quality assurance review measures and data checks; Performs data queries for cleaning data

Conducts on-site evaluations of hospital and laboratory reporting; Reviews records to assess degree of recording; Maintains hard copy files bi-nationally

Assists with epidemiological investigations bi-nationally; Interviews patients/case controls and reviews medical, laboratory, and other records from hospitals and physicians bi-nationally

Obtains patient consent and arranges specimen collection and submission when needed; May label lab samples and fill out lab submission slips; Contacts private labs to ensure specimens are forwarded to DSHS lab as needed

Responds to written and verbal requests for morbidity data and information bi-nationally; Assists with data analysis

Prepares statistical data reports using a variety of software applications including Word, Word Perfect, Power Point, Excel, EpiInfo, Access, and Corel Draw

Assists with surveillance and bio-terrorism preparedness training both locally and bi-nationally

Prepares or creates presentations, fact sheets, and brochures in English and Spanish

Performs other duties as necessary to fulfill Public Health Preparedness Response grant requirements and EWIDS grant

Performs other duties as assigned

Required to travel into Mexico for stakeholder/partner meetings, trainings, and conferences

GENERAL QUALIFICATION GUIDELINES

Experience and Education

Minimum one (1) year experience in health, public health, or related work is desirable; High school graduate or GED, college level health science, or nursing courses are a plus; Oral and verbal proficiency in English and Spanish required

Employee must have a current valid Texas Motor Vehicle Operator's License; Must be able to be insured by County Insurance carrier; U.S. Passport is required

Employee may be required to receive immunizations recommended by the ACIP, ACP, and DSHS based on anticipated disease exposure (e.g. hepatitis B, rabies, and possible anthrax and smallpox vaccines). TB skin testing will be required initially and periodically.

Knowledge, Skills, and Abilities

Knowledge of bio-terrorism defense

Basic knowledge of medical terminology, epidemiology, and Texas public health laws

Basic knowledge of computer software and in interpreting diagnostic laboratory results and information from medical charts

Skills in problem solving, preparing technical reports in a clear and concise manner, and proofreading documents

Ability to maintain effective working relationships with managers, co-workers, the public and professional groups

Ability to organize and prioritize workload and meet deadlines, to work independently, to work in multiple projects at the same time, and to maintain confidentiality

May be required to work other than normal hours including weekends and holidays; Must provide your own dependable transportation (automobile)

Reasonable accommodations may be made to enable individuals with disabilities to work as a Bi-National Surveillance Liaison.

PHYSICAL DEMANDS:

The physical demands described here 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.

While performing the duties of this job, the employee is regularly required to talk or hear. The employee frequently is required to stand. The employee is occasionally required to walk; sit; use hands to find, handle, or feel objects, tools or controls; reach with hands and arms; climb or balance; stoop and kneel.

The employee must occasionally lift and/or move over 25 pounds. Specific vision abilities required by this job include close vision, depth perception, and the ability to adjust focus.

WORK ENVIRONMENT:

The work environment characteristics described here are representative of those an employee encounter while performing the essential functions of this job.

The noise level in the work environment is usually moderate. Work is usually performed in an office or clinical setting but may require outdoor work/home visits.

SAFETY REQUIREMENTS:

Maintain physical conditions appropriate to the performance of assigned duties and responsibilities which may include the following:

- sitting for extended periods of time
- standing for extended periods of time
- frequent standing, bending, and reaching
- walking on even and uneven surfaces
- operating assigned equipment
- travel to Mexico

Maintain mental capacity which permits:

- making sound decisions and using good judgment
- handling financial affairs effectively and honestly
- maintaining confidentiality
- demonstrating intellectual capabilities

Effectively handle a work environment and conditions which involve:

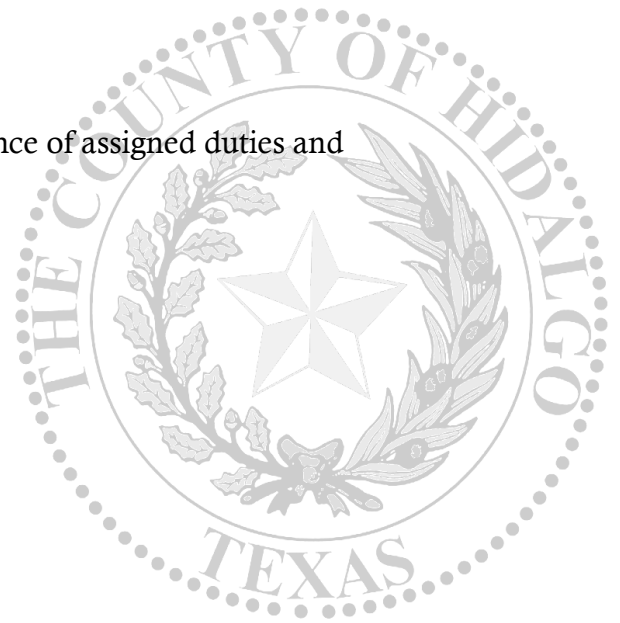
- working closely with others
- working in a multi-task environment

Maintain effective audio-visual discrimination and perception needed for:

- making observations
- reading and writing
- operating assigned equipment
- communication with others
- required to follow the Hidalgo County Accident Prevention Plan and department's safety regulations

ACCIDENT PREVENTION PROGRAM

Required following all department safety regulations.



DATA ENTRY CLERK III

GRADE: 05

GENERAL DESCRIPTION

Performs advanced (senior-level) data entry work; Work involves entering, verifying, researching, correcting, or retrieving information from a computer system; May supervise the work of others; Works under limited supervision with considerable latitude for the use of initiative and independent judgment.

EXAMPLES OF WORK PERFORMED

Transcribes source documents to machine-sensible form

Transfers data from mainframe system to personal computer for download of information

Advises supervisors of equipment and data entry program malfunctions

Trains and monitors training in the use of data terminals and procedures

Serves as a subject matter expert for data entry procedures and requirements

Assists in planning and assigning work loads

May operate other computer system peripheral equipment, including interactive consoles for data entry systems

May develop or assist in the preparation and documentation of procedures

May supervise the work of others

Performs related work as assigned

GENERAL QUALIFICATION GUIDELINES

Experience and Education

Two to three (2-3) years experience in data entry work. Graduation from a standard senior high school or equivalent is generally preferred. Experience and education may be substituted for one another.

Knowledge, Skills, and Abilities

Knowledge of both pre- and post-data entry document flow; of procedures for controlling, logging, batching, editing, coding, or balancing data entry or information retrieval work areas; and of research techniques

Ability to evaluate new procedures for editing and correcting source documents; to evaluate the effect of new processes on current procedures

Type 45 wpm

Supervise the work of others

PHYSICAL DEMANDS:

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job.

While performing the duties of this job, the employee is regularly required to talk or hear. The employee frequently is required to stand. The employee is occasionally required to walk; sit; use hands to find, handle, or feel objects, tools or controls; reach with hands and arms; climb or balance; stoop and kneel.

The employee must occasionally lift and/or move over 25 pounds. Specific vision abilities required by this job include close vision, depth perception, and the ability to adjust focus.

WORK ENVIRONMENT:

The work environment characteristics described here are representative of those an employee encounter while performing the essential functions of this job.

The noise level in the work environment is usually moderate.

SAFETY REQUIREMENTS:

Maintain physical conditions appropriate to the performance of assigned duties and responsibilities which may include the following:

- sitting for extended periods of time
- standing for extended periods of time
- operating assigned equipment

Maintain mental capacity which permits:

- making sound decisions and using good judgment
- demonstrating intellectual capabilities

Effectively handle a work environment and conditions which involve:

- working closely with others
- working in a multi-task environment

Maintain effective audio-visual discrimination and perception needed for:

- making observations
- reading and writing
- operating assigned equipment
- communication with others
- required to follow the Hidalgo County Accident Prevention Plan and department's safety regulations

