

PUBLIC HEALTH SPECIALIST

GRADE: 09

GENERAL DESCRIPTION

Provides clinical and administrative support to the Epidemiology surveillance functions; Makes field visits to surveillance sites to collect specimens or testing; Responsible for maintaining inventory of specimen collection kits and related supplies for enteric samples, influenza testing and other biological samplings; Provides field- and office-based assistance to investigations of health threats; Essential duties also include educating partners about proper specimen collection and storage techniques and all aspects of shipment of specimens to State or other laboratories when indicated; Assists with the electronic data entry of reportable diseases; Involved in outreach and educational functions in the community as specifically assigned.

EXAMPLES OF WORK PERFORMED

Makes field visits to disease surveillance sites to distribute specimen collection kits, e.g., for influenza, and picks up and delivers specimens to regional laboratory for testing

Collects, transports and delivers enteric and other biological samples for laboratory testing

Maintains database of records of specimens collected

Maintains inventory of specimen collection kits and related supplies for enteric samples, influenza testing and other biological sampling

Educates partners about proper specimen collection and storage techniques

Prepares, packs and completes forms for shipment of specimens to State laboratory, if necessary, and assists in completing lab forms, taking samples to lab and retrieving results

Performs outreach and educational functions in the community as specifically assigned

Performs tasks as assigned to support case and outbreak investigators including collection of specimens and gathering data

Assists with the maintenance of the electronic database of reportable conditions

Performs all other related duties as assigned

GENERAL QUALIFICATION GUIDELINES

Experience and Education

High school diploma or equivalent; Current licensure or certification in a health discipline from an accredited program preferred; Minimum of two (2) years work experience in a healthcare setting; Experience with biological specimen collection and processing preferred; Valid Texas Driver's License required.

Knowledge, Skills, and Abilities

Data entry and skilled in use of Microsoft Windows and other basic Microsoft Office applications

Good verbal and written communication skills required

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.

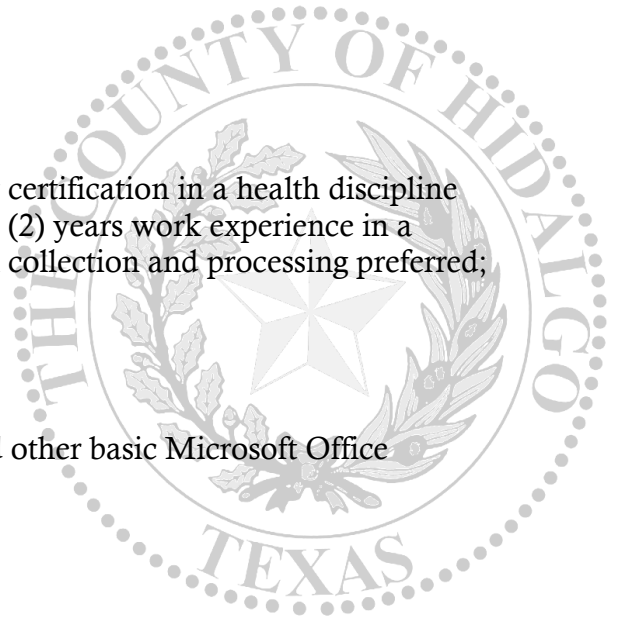
The noise level in the work environment is usually moderate.

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

