

ORANGE COUNTY CLASS SPECIFICATION

**TITLE:** PUBLIC HEALTH INVESTIGATOR-VD (SPANISH/ENGLISH SPEAKING) **GRADE:** 14

**TITLE ABBREVIATION:** PH INVEST (VD) (SP/ENG) **TITLE NO.:** 565320

**JURIS.CL:** C **SALARY CODE:** 01 **UNIT:** \_\_\_\_\_ **EEO CODE:** PR **FLSA CODE:** NE

**DEPARTMENT:** PUBLIC HEALTH **DIVISION:** PUBLIC HEALTH NURSING

**SUPERVISOR'S TITLE:** DIRECTOR OF PATIENT SERVICES

**DISTINGUISHING FEATURES OF THE CLASS:** This is specialized work involving responsibility for the control and prevention of sexually transmitted diseases within an area of jurisdiction. Incumbent is responsible for investigating and interviewing individuals diagnosed by either a private physician or health clinic as having a sexually transmitted disease and enhancing the public education program within the County. Incumbents must be fluent in both English and conversational Spanish in order to provide services to Spanish-speaking clients. Work is performed in accordance with current Federal and State guidelines under the general supervision of the Director of Patient Services. Supervision is exercised over a small number of medical personnel. Does related work as required.

**TYPICAL WORK ACTIVITIES:**

Interviews and re-interviews infected patients and contacts to elicit information in order to locate the source and all spread cases related to the known infection;

Conducts field investigations on sexually transmitted disease contacts. Locates and refers to appropriate diagnostic facility for examination and needed treatment;

Performs cluster testing and other epidemiologic techniques as directed by supervisor;

Visits private physicians to (1) stimulate case reporting, (2) obtain information on treated cases or diagnostic determination, (3) secure permission to apply epidemiologic process to private patients, (4) provide information on most recent and effective diagnostic and treatment techniques and (5) acquaint physicians with contemporary STD situation and their potential contribution to an eradication program;

Contacts hospitals and physicians as follow up to case reports;

Works with County clinics to provide immediate epidemiology for clinic patients. Notifies medical personnel of pertinent information regarding STD contacts referred to clinic;

Updates case records, writes letters and referrals, completes forms and reports in accordance with local and state regulations;

Uses computer applications or other automated systems such as word processing, spreadsheets, calendar, e-mail and database software in performing work assignments;

Conducts a variety of information - education programs on sexually transmitted diseases including AIDS;

Completes epidemiologic forms and reports as necessary, submitting them to appropriate federal, state and local health agencies as required;

Attends task force meetings on sexual abuse and AIDS.

**FULL PERFORMANCE KNOWLEDGE, SKILLS, ABILITIES AND PERSONAL CHARACTERISTICS:**

Thorough knowledge of interviewing and investigative techniques; good knowledge of the methods and practices used in the control of sexually transmitted diseases; good knowledge of the causes and sources of contagion for sexually transmitted diseases; good knowledge of public health operation and administration; ability to plan and carry out investigations and interviews in a tactful and efficient manner; ability to cooperate with private doctors and other health officials; persistence in following up all leads and making good judgment in weighing evidence obtained through contacts; ability to communicate clearly both orally and in writing; ability to demonstrate a working proficiency in Spanish; ability to execute policies; ability to work with people effectively; sound judgment; integrity; physical condition commensurate with the demands of the position.

**MINIMUM QUALIFICATIONS:**

\*Possession of a Bachelor's Degree (or higher) which shall include a minimum of twelve (12) credit hours in the field of behavioral science and one (1) year of experience providing direct patient/client outreach or preventative health services in a public health agency or health related service component of a community based organization.

**SPECIAL REQUIREMENTS:** Must demonstrate the ability to speak, understand and write conversational Spanish.

\*Your degree or credits must have been awarded by a college or university accredited by a regional, national, or specialized agency recognized as an accrediting agency by the U.S. Department of Education/U.S. Secretary of Education. If your degree or credits were awarded by an educational institution outside the United States and its territories, you must provide independent verification of equivalency. A list of acceptable companies who provide this service can be found on the Internet at <http://www.cs.ny.gov/jobseeker/degrees.cfm>. You must pay the required evaluation fee.

Adopted: 4/15/23