

ORANGE COUNTY CLASS SPECIFICATION

TITLE: SUPERVING PUBLIC HEALTH INVESTIGATOR-VENEREAL DISEASE **GRADE:** 15

TITLE ABBREVIATION: SUPV PH INVST (VD) **TITLE NO.:** 566760

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 professional and supervisory work with responsibility for instructing, guiding and supervising STD/HIV Program personnel in the provision of HIV/STD services, to assure safe, effective, and efficient comprehensive care of patients. Work is performed under the general supervision of the Director of Patient Services through evaluation of activity reports and conferences. General supervision is exercised over Public Health Investigators and program personnel. Does related work as required.

TYPICAL WORK ACTIVITIES:

Assists in planning, implementing, coordinating, and evaluating the STD/HIV Program within the agency;

Provides training, guidance and supervision to public health investigators and related public health personnel;

Advises Director concerning the level and number of staff necessary to meet community health needs;

Coordinates Public Health Investigative Services with other health agencies for the delivery of patient care and treatment to prevent the spread of infection;

Supervises and assesses adequacy of services provided to patients and clients by public health investigators and auxiliary staff;

Investigates, surveys, and conducts follow-up of communicable disease/epidemiology issues, STD/HIV public health issues and assigns cases to program staff;

Assists in evaluating present and potential needs and resources for staff education and development;

Participates in surveys, studies and research in the field of public health;

- Continued -

Translates organizational goals into individual job objectives, communicates objectives as duty statements to subordinates, coaches subordinates with a positive approach to meet objectives and evaluates subordinate performance annually;

Uses computer applications or other automated systems such as databases, spreadsheets, word processing, e-mail, to complete and compile appropriate records and reports.

FULL PERFORMANCE KNOWLEDGE, SKILLS, ABILITIES AND PERSONAL CHARACTERISTICS:

Thorough knowledge of current HIV/STD care practices and supervision; thorough 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; skill in the application of public health investigative and interview techniques; skill in the use of standard computer applications; ability to communicate clearly both orally and in writing; ability to plan and direct the work of others; ability to address groups on related public health topics; understanding of diverse, multi-cultural populations and their needs; tact; sound professional judgment; initiative; physical condition commensurate with the demands of the position.

MINIMUM QUALIFICATIONS:

Graduation from a regionally accredited college or university or one accredited by the New York State Board of Regents to grant degrees with a Bachelor's degree (or higher) in Biology, Behavioral or Life Science or a related field, and three (3) years of experience providing direct patient or client outreach or preventative health services in a public health agency or health related service component of a community-based organization.

SPECIAL REQUIREMENTS:

- 1) Must possess and maintain a valid drivers' license at time of appointment; and
- 2) Must possess the five day Passport to Partner Services issued by the Center for Disease Control (CDC) at time of application or its equivalency as determined by New York State Department of Health.