

COORDINATOR, COMMUNICABLE DISEASE PROGRAM (PUBLIC HEALTH)

DISTINGUISHING FEATURES OF THE CLASS: This is professional public health coordination work involving responsibility for implementing and overseeing initiatives for the treatment and prevention of communicable diseases that impact public health. The work is performed under the direction of the Director, Tuberculosis and Communicable Disease Programs and in accordance with New York State regulations and guidelines. Supervision is provided to professional, technical and clerical staff. Does related work as required.

TYPICAL WORK ACTIVITIES:

Oversees surveillance for communicable diseases in coordination with local hospitals, health care providers and regional epidemiologist including identifying and investigating outbreaks and clusters of communicable diseases (e.g., County's Domestic Preparedness Plan);
Reviews laboratory data and communicable disease reports and directs the follow-up response to all reported incidents of communicable disease;
Performs appropriate disease investigations and completes required reports;
Conducts field and site visits for the investigation of outbreaks, collection of specimens, etc., when appropriate;
Supervises staff responsible for investigating, preventing, treating and educating the public about communicable diseases;
Supervises nursing practices to ensure quality professional services at the communicable disease clinic and to ensure effective follow-up care for patients diagnosed with communicable diseases;
Oversees and participates in the documentation of patient charts and the maintenance of case records;
Ensures that communicable disease data is reported promptly and in compliance with the policies and procedures of the New York State Department of Health;
Acts a liaison with various health department units, including clinics and home care services, to ensure the effective delivery of prevention and treatment services for communicable diseases.

FULL PERFORMANCE KNOWLEDGE, SKILLS, ABILITIES AND PERSONAL CHARACTERISTICS:

Good knowledge of the principles of communicable disease including the prevention and control of communicable diseases; good knowledge of the provisions of the New York State Sanitary Code and the regulations of the New York State and the Rockland County Health Department relating to the control of infectious diseases; good knowledge of public health care and delivery systems; good knowledge of New York State rules, regulations and guidelines relative to the provision of patient services and the maintenance of records on communicable disease; ability to coordinate and oversee a community-wide disease prevention program; ability to oversee the activities of staff performing activities in the area of communicable disease; ability to supervise the work of others; ability to communicate and interact effectively with professional organizations and private groups with respect to communicable disease issues; ability to communicate effectively, both orally and in writing.

MINIMUM QUALIFICATIONS:

1. A Bachelor's degree in Nursing and three (3) years of experience as a registered professional nurse specializing in communicable and infectious diseases within a public health agency, clinic, or hospital setting; or
2. A Medical Doctor degree (M.D.) and one (1) year of post-degree clinical experience in communicable and infectious diseases.

(over)

NOTE: A Master's degree in Nursing may be substituted for one (1) year of the required experience indicated in 1., above.

SPECIAL REQUIREMENT: Licensure and current registration to practice as a Registered Professional Nurse issued by the State of New York must be maintained throughout the course of employment in this title.

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Competitive