

## **COORDINATOR, COMMUNICABLE DISEASE PROGRAM (PUBLIC HEALTH)**

**DISTINGUISHING FEATURES OF THE CLASS:** This is professional public health coordinating work involving responsibility for implementing and overseeing a program for the treatment and prevention of tuberculosis and other communicable diseases affecting public health. The work is performed under the direction of the Director of Patient Services 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 communicable disease surveillance activities in coordination with local hospitals, health care providers and regional epidemiologist, including identifying and investigating outbreaks and communicable disease clusters;

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;

Supervises staff involved in communicable disease prevention, treatment and education activities;

Supervises nursing practices to ensure professional service at the communicable disease clinic and in the follow-up of patients diagnosed with communicable diseases;

Oversees and participates in the charting of patients and the maintenance of case records;

Assures that communicable disease data is reported in a timely manner in accordance with New York State Health Department policies and procedures;

Acts as liaison with other Health Departments units, including clinics and home care, to assure the delivery of communicable disease services and nursing services;

Participates in disease surveillance relative to the County's Domestic Preparedness Plan.

### **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 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 Nurse working in a Communicable Disease Program in a public health agency or as an Infectious Disease Practitioner in a hospital; or
2. A Medical Doctor degree (M.D.) and one (1) year of post-degree clinical or medical experience (e.g., laboratory), or experience as an infectious disease practitioner.

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

(over)

**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