

COVID-19 RESPONSE SPECIALIST

The COVID-19 Specialist is responsible for conducting complete COVID-19 case investigations and contact investigations and related COVID-19 activities within the required timeframes and in compliance with NYS and/or local code requirements. The work is performed under general supervision under the Director of Community Health Services, or designee, with some latitude and independence in performance of assigned job functions. Does related work as required.

TYPICAL WORK ACTIVITIES:

Conduct complete COVID-19 case investigations, contact investigations, and related COVID-19 activities within the required timeframes;

Coordinate contact tracing activities with State contact tracers to ensure contacts are reached with 48 hours of contact elicitation;

Establish and maintain current testing protocol, maintain a list of testing resources available to Genesee/Orleans County residents, promote availability and access;

Ensure daily monitoring of cases and contacts, including identifying and meeting and social support needs in order to assure effective isolation/quarantine;

Utilize CDCMS (aka CommCare) to report all case and contact data;

May train to meet competency requirements (CommCare updates, State guidelines, etc.);

Provide health education/prevention activities to reduce the incidence of COVID-19 in Genesee/Orleans County;

May serve or serve as a member of the on-call team.

The above examples of duties are intended only as illustrations of the various types of work performed. The omission of specific statements of duties does not exclude them from the position if the work is similar, related or a logical assignment to the position.

FULL PERFORMANCE KNOWLEDGE, SKILLS, ABILITIES AND PERSONAL CHARACTERISTICS:

Thorough knowledge of public health principles, practices and administration; thorough knowledge of public health principles of planning, organizing and implementing disease control programs; knowledge of public health methods of disease detection, prevention and control; ability to gather information, evaluate data and make appropriate inferences; ability to establish and maintain effective working relationships; ability to understand and interpret complex written regulations; ability to communicate effectively both orally and in writing; ability to act as a liaison, represent the Department, and communicate effectively with the public, legislatures, the press, outside agencies and other County departments; ability to interpret regulatory guidance from the CDC, NYSDOH, and/or SED; ability to prepare written reports; ability to plan and oversee the work of others; ability to use computer applications; initiative; resourcefulness; sound professional judgement; tact and courtesy.

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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. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is occasionally required to reach with hands and arms. The employee constantly is required to stand; walk; and use hands to finger, handle, feel or operate objects, tools, or controls. The employee is occasionally required to sit; climb or balance; stoop, kneel, crouch, or crawl; and talk or hear.

The employee must occasionally lift and/or move up to 50 pounds. Specific vision abilities required by this job include close vision, distance vision, and the ability to adjust focus.

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee regularly works in outside weather conditions. The employee is frequently exposed to wet and/or humid conditions. The employee is occasionally exposed to risk of electrical shock.

The noise level in the work environment is usually moderate.

MINIMUM QUALIFICATIONS: Graduation from high school or possession of an appropriate equivalency diploma recognized by the NYS Department of Education, **AND EITHER:**

A. Possession of a Bachelor's Degree or higher from a regionally accredited New York State registered college or university;

OR:

B. Possession of an Associate's degree from a regionally accredited New York State registered college or university **AND** two (2) years of full-time paid experience in public health, human services or closely related field;

OR:

C. Four (4) years of full-time paid experience in public health, human services or closely related field;

OR:

D. Any equivalent combination of training, experience and or education as defined above.

NOTE: Part time or volunteer experience as defined above will be prorated.

SPECIAL REQUIREMENTS:

Possession of a valid New York State driver's license or otherwise demonstrate the ability to meet the transportation needs of the job.