



Public Health
Prevent. Promote. Protect.

Butler County
General Health District

Job Title:	COVID-19 Investigator (2 openings)
Responsible to:	Director of Nursing
Public Health Core Competency Level:	Level 2
Positions Supervised:	None
Work Hours:	Intermittent, full time, usual hours 8-4, M-F, Evenings/weekends may be required.
Grant-Funded:	This position is 100% funded by the Butler County Commissioners and is time-limited (one year).

Essential Functions: ARE YOU SEEKING A UNIQUE AND DYNAMIC ROLE as part of disease investigation related to COVID-19? Functions as a disease and/or outbreak investigator, contact tracer and consultant on COVID-19 related matters. Advises the public, health care professionals, businesses, schools, agencies, etc. on COVID-19 prevention.

Public health nursing is a specialty practice within nursing and public health. It focuses on improving population health by emphasizing prevention and the social determinants. It includes advocacy, policy development, and health planning, and addresses issues of social justice and health equity. (American Public Health Association, 2013)

Minimum Qualifications:

- Bachelor Degree in any of the following: Public Health, Health Informatics, Health Administration, or Community Health
- Proven proficiency with computers including Microsoft Office (Word, Excel) is required
- Ability to learn new software applications (ODRS, OCTS) related to COVID-19 database for confirmed/probable cases, as well as contact tracing
- Excellent writing, communication, interpersonal, and public relations skills
- Ability to work with a diverse team in a multi-disciplinary setting
- Ability to establish effective working relationships with persons of varied backgrounds both lay and professional
- Ability to manage multiple tasks simultaneously
- Ability to maintain confidentiality
- Self-motivated to plan, organize, complete work accurately with little direction

- Ability to present effective facts and make recommendations both orally and in writing
- Any equivalent combination of education and experience determined to be acceptable

Preferred Qualifications:

- Work or educational experience in public health or emergency preparedness preferred
- Work experience or knowledge of COVID-19 (coronavirus) a plus
- Bi-lingual (English and Spanish/other language)

Position Specific Responsibilities:

- Performs professional public health nursing services focusing on prevention of COVID-19, and other duties as assigned
- Working knowledge or willing to learn principles of outbreak investigation and control
- Collaborates with vulnerable populations and community partners to ensure optimal health, especially as it relates to COVID-19 outbreaks in facilities such as long-term cares, food plants, factories, schools, and other areas
- Utilizes data on community health needs related to provide health education, promote optimal health and mitigate COVID-19 disease spread
- Investigates COVID-19 in diverse settings and populations and makes recommendations for control
- Presents health education and transmission risks related to COVID-19 to the public and to professionals
- Interviews clients/agencies to obtain information about contacts, relevant health co-morbidities, exposure settings, etc. as it relates to COVID-19 investigation
- Receives and interprets COVID-19 laboratory data
- Provides instruction for isolation and/or quarantine for COVID-19, assess for social needs
- Maintains accurate information in COVID-19 databases
- Seeks out and attends COVID-19 training sessions and/or continuing education classes as needed
- Participates in emergency preparedness trainings and activities.
- Performs other nursing activities related to COVID-19 as assigned to assist in the efficient running of the nursing department

Required Knowledge, Skills and Abilities

- Ability to coordinate numerous demands simultaneously to successful completion
- Proficiency with computers including Microsoft Office (Word, Excel, Powerpoint)
- Excellent writing, communication, interpersonal, and public relations skills
- Ability to work with a diverse team in a multi-disciplinary setting
- Ability to establish effective working relationships with persons of varied backgrounds
- Ability to maintain confidentiality

- Ability to be self-motivated to plan, organize and complete work accurately and on time with little direct supervision
- Exceptional attention to detail
- Conducts self with honesty and integrity; follows ethical principles of public health practice, follows the rules and laws applicable to public health nursing
- Ability to perform under pressure

Primary Duties include (general summary and not all-inclusive):

- Ensures agency mission, vision and programmatic success
- Functions as a technical expert for the Director of Nursing
- Responsible to the Director of Nursing for following rules, policies and guidelines necessary for the efficient operation of health programs and services as needed
- Works in accordance with all established policies, procedures, applicable statutes and regulations of the Ohio Revised and Administrative Codes, as well as Ohio Department of Health, Ohio Department of Agriculture, and others as required
- Educates and informs the community about health related topics as needed
- Participates in Public Health Accreditation activities as needed and required
- Embraces and proposes Quality Improvement activities as needed
- Participates in required trainings (in person, webinars, online, etc.), often involving local and state travel
- Ensures that all grant deliverables are completed successfully and on time
- Follows and adheres to cost methodology or budgeting as appropriate

Other:

- Serves a probationary period of 120 days
- Must be able to respond to public health emergencies or exercises 24/7, except while on scheduled vacation or other leave
- May be required to play an active leadership role in the event of a public health emergency, which may include changes in responsibilities and working hours
- Evening and weekend work may be required during public health events, investigations or emergencies
- Other duties as assigned
- Position may be subject to background check
- Valid OHIO Driver's license in good standing, and insurable by the Board of Health's Policy
- Complete required FEMA classes within 2 months of hire
- **Public Health Core Competencies Level Two position (See Attachment A)**

Is this position EXEMPT or NON-EXEMPT from compensatory time?	NON-EXEMPT
Is this an EXECUTIVE, PROFESSIONAL LEADERSHIP position?	NO
Does this position require advanced TECHNICAL skills?	YES
Is this position FULL TIME or PART TIME?	FULL – 1 YEAR
Is this a 100% GRANT FUNDED position?	Commissioner funded

Please send resume with cover letter explaining your interest in this position or special qualifications to: BOH@butlercountyohio.org. Position is posted on our website: www.butlercountyohio.org/health Position will remain open until filled.

An Equal Opportunity Employer

Appendix A.

Public Health Core Competencies, Level Two Position

Requires the following:

Analytical/Assessment Skills

1. Applies ethical principles concerning data and information
2. Uses information technology concerning data and information
3. Makes evidence-based decisions (e.g., determines research agendas, using recommendations from The Guide to Community Preventive Services, HP 2020 and other sources in planning population health services)
4. Advocates for the use of evidence in decision making that affects the health of a community (e.g., helps policy makers understand community health needs, demonstrates the impact of programs)

Policy Development/Program Planning Skills

1. Develops program goals and objectives
2. Monitors current and projected trends representing the health of a community (e.g., health, fiscal, social, political, environmental)
3. Examines the feasibility and implications of policies, programs, and services (e.g., fiscal, social, political, legal, geographic)
4. Recommends policies, programs, and services for implementation

Communication Skills

1. Communicates in writing and orally using proper grammar and punctuation taking health literacy level of the intended reader into consideration.
2. Conveys data and information to professionals and the public using a variety of approaches (e.g., websites, social media, written reports, presentations, email, letters, fliers, etc.)
3. Facilitates communication among individuals, groups, and agencies
4. Communicates information to influence behavior and improve health (e.g., use social marketing methods, consider behavioral theories such as the Health Belief Model or Stages of Change Model)
5. Solicits input from individuals and organizations for improving the health of a community (e.g., chambers of commerce, religious organizations, schools, social service organizations, hospitals, government, community-based organizations, various populations served)

Cultural Competency Skills

1. Describes the ways diversity influences policies, programs, services, and the health of a community
2. Describes the diversity of individuals and populations in the entire community
3. Supports diverse perspectives in developing, implementing, and evaluating policies, programs, and services that affect the health of a community
4. Ensures the diversity of individuals and populations is addressed in policies, programs, and services that affect the health of a community
5. Assesses the effects of policies, programs, and services on different populations in a community (e.g., customer satisfaction surveys, use of services by the target population)

Community Practice Skills

1. Suggests and establish relationships that may be needed to improve health in a community (e.g., partnerships with organizations serving the same population, academic institutions, policy makers, customers/clients, and others)
2. Facilitates collaborations among partners to improve health in a community (e.g., coalition building)
3. Engages community members to improve health in a community (e.g., input in developing and implementing community health assessments and improvement plans, feedback about programs and services)
4. Uses community input for developing, implementing, evaluating, and improving policies, programs, and services

Public Health Sciences Skills

1. Applies public health in the delivery of the 10 Essential Public Health Services sciences (e.g., biostatistics, epidemiology, environmental health sciences, health services administration, social and behavioral sciences, and public health informatics)
2. Applies public health sciences in the administration and management of programs
3. Retrieves and use evidence from print and electronic sources to support decision making, in developing, implementing, evaluating, and improving policies, programs, and services (e.g., PubMed, Journal of Public Health Management and Practice, Morbidity and Mortality Weekly Report, The World Health Report)

Financial Planning and Management Skills

1. Manages programs within current and projected budgets and staffing levels (e.g., sustaining a program when funding and staff are cut, recruiting and retaining staff)
2. Establishes teams for the purpose of achieving program and organizational goals (e.g., considering the value of different disciplines, sectors, skills, experiences, and perspectives; determining scope of work and timeline)
3. Motivates personnel for the purpose of achieving program and organizational goals (e.g., participating in teams, encouraging sharing of ideas, respecting different points of view)
4. Uses evaluation results to improve program and organizational performance

Leadership and Systems Thinking Skills

1. Explains and participates in ways public health, health care, and other organizations can work together or individually to impact the health of a community
2. Provides opportunities for professional development for individuals and teams, and participate in all professional development offered for yourself (e.g., training, mentoring, peer advising, coaching)
3. Contributes to continuous improvement of individual, program, and organizational performance (e.g., mentoring, monitoring progress, adjusting programs to achieve better results)
4. Maintains the highest ethical standards of practice in all interactions with co-workers, community individuals, organizations, and agencies