

Iowa Department of Administrative Services – Human Resources Enterprise
Job Classification Description

Disease Prevention Specialist

Definition

Performs professional public health education, prevention, assessment, counseling, intervention, data analysis, surveillance and referral services establishing self as a regional or state-level contact person for the department.

The work examples and competencies listed below are for illustrative purposes only and not intended to be the primary basis for position classification decisions.

Work Examples

Administers a regional field office regarding programs, activities, services, and interventions in disease (Chlamydia, Gonorrhea, Syphilis, HIV/AIDS, Tuberculosis, Hepatitis B, Hepatitis C, Pertussis, Mumps, Rubella, Tetanus, Measles, Diphtheria, Polio and Influenza) prevention control and for issues related to prevention, community education, surveillance and control of these diseases; coordinates outbreak response within region networking with city and county authorities for above listed diseases.

Serves as a liaison between partners such as private health care providers, hospital emergency departments/infection control, managed care organizations, and local public health departments.

Develops and executes curriculum with defined goals and objectives to community members, at risk populations, public/private health professionals, school officials, laboratory personnel and corrections regarding immunization and control and prevention of communicable diseases.

Assesses effectiveness of public health community education curriculum making recommendations and changes as needed.

Facilitates interjurisdictional communication and referrals by establishing self as an Iowa Department of Public Health contact for regions and in some cases statewide.

Performs public health surveillance activities by reviewing laboratory and medical provider reports, responding to medical providers and laboratorians on reporting requirements and completeness of information, assigning cases for public health follow-up and investigation, and reviewing and closing cases after investigation is complete.

Analyzes surveillance and program data using established reports and custom queries, and disseminates data and reports to disease prevention specialists, local health department supervisors, and program managers; provides assistance to program managers and epidemiologists on development of special datasets, creation and monitoring of performance measures, and more complex analyses of data.

Responds to emergencies and contains outbreaks for communicable infectious diseases with Regional Epidemiologists, EMS Coordinators and Community Health Consultants. Will serve as lead in this response effort or in a supporting role depending on the incident.

Reviews and assesses communicable disease reports from hospitals, physicians, local health departments, city and county nurses, school nurses, and the private citizen to recognize possible disease outbreaks and trends and to determine actions needing to be taken.

Ensure disease patients and their at-risk contacts adhere to treatment regimens and testing recommendations using complex assessment, interviewing, networking, and surveillance investigation skills.

Conducts screening and targeted testing at county health clinics and in the assigned region.

Monitors clinical practices of local agency staff informing and advising regarding treatment guidelines, legal implications and areas needing improvement.

Competencies Required

Knowledge:

- Customer Service – Principles and processes for providing customer services, including customer needs assessment, meeting quality standards for services, and evaluating customer satisfaction.
- Law and Government – Laws, legal codes, court procedures, precedents, government regulations, executive orders, agency rules, and the democratic political process.
- English Language – The structure and content of the English language, including the meaning and spelling of words, rules of composition, and grammar.
- Education and Training – Principles and methods for curriculum and training design, teaching and instruction for individuals and groups, and the measurement of training effects.
- Medicine – The information and techniques needed to diagnose and treat human injuries, diseases, and deformities. This includes symptoms, treatment alternatives, drug properties and interactions, and preventive health-care measures.
- Public Safety and Security – Relevant equipment, policies, procedures, and strengths to promote effective local, state, or national security operations for the protection of people, data, property, and institutions.

Abilities:

- Law and Government – Understand and adhere to applicable laws, legal codes, administrative rules, and regulations.
- Written Expression – Communicate information and ideas in writing so others will understand.
- Speech Clarity – Speak clearly so others can understand.
- Speech Recognition – Identify and understand the speech of another person.
- Deductive Reasoning – Apply general rules to specific problems to produce answers that make sense.
- Inductive Reasoning – Combine pieces of information to form general rules or conclusions.
- Problem Sensitivity – Tell when something is wrong or is likely to go wrong. It does not involve solving the problem, only recognizing there is a problem.

Skills:

- Active Listening – Giving full attention to what other people are saying, taking time to understand the points being made, asking questions as appropriate, and not interrupting at inappropriate times.
- Critical Thinking – Using logic and reasoning to identify the strengths and weaknesses of alternative solutions, conclusions or approaches to problems.

- Speaking – Talking to others to convey information effectively.
- Judgment and Decision Making – Considering the relative costs and benefits of potential actions to choose the most appropriate one.
- Service Orientation – Actively looking for ways to help people.
- Complex Problem Solving – Identifying complex problems and reviewing related information to develop and evaluate options and implement solutions.

Minimum Qualification Requirements

Applicants must meet at least one of the following minimum requirements to qualify for positions in this job classification:

- 1) Licensure as Registered Nurse in the State of Iowa by the Iowa Board of Nursing (or licensure as a Registered Nurse in accordance with the Nurse Licensure Compact Administrator’s Agreement of the National Council of State Boards of Nursing) and three years of full time experience in a human services field, health-oriented field, or education.
- 2) Graduation from an accredited four-year college or university with a degree in nursing, a human services field, a health-oriented field, or education, and experience equal to three years of full-time work as described in number one.
- 3) All of the following (a and b):
 - a. Graduation from an accredited college or university with a Master’s Degree in nursing, public health, science, a human services field, a health-oriented field, or education; and
 - b. Two year of full-time work experience as described in number one.

Notes

Applicants must possess a valid driver’s license and be available for regular travel within assigned region, including occasional overnight and weekend travel as needed.

Effective date: 10/15 KF