

HEALTH INVESTIGATOR - COMMUNICABLE DISEASES (SPANISH SPEAKING)

DISTINGUISHING FEATURES OF THE CLASS: Under general supervision, incumbents of this class are responsible for the surveillance and investigation of outbreaks of diseases by contacting, locating and interviewing cases identified from surveillance reports and as reported by physicians, clinics and hospitals. Responsibilities also include collecting specimens such as blood, urine, etc. and reporting results. Work also involves the implementation of the provisions of the Public Health Law and the Sanitary Code. Technical support is provided to medical personnel in the Department in relation to these tasks. The duties require proficiency in both the Spanish and English languages. Supervision is not a responsibility of this position. Does related work as required.

EXAMPLES OF WORK: (Illustrative Only)

Communicates both orally and in writing in the Spanish and English languages;

Obtains personal history and information on reported cases of communicable diseases by interviewing persons reported as infected or exposed to infection of communicable diseases;

Obtains information concerning the contacts of these cases and possible source of infection for follow-up services;

Advises patients of the disabling consequences of communicable disease/infection and encourages their cooperation in reporting for treatment;

Collects specimens (re: blood, urine) from cases of communicable diseases and samples from the environment;

Assists in the consolidation of data collected in the investigations and assists in the analyses and interpretation of results from such investigations;

Participates in education programs for the general public regarding various aspects of disease control, immunization, and prevention;

Acts as liaison agent between the Health Department and other agencies in the investigation of outbreaks of diseases;

May transport patients;

Uses computer applications or other automated systems such as spreadsheets, word-processing, calendar, e-mail and database software in performing work assignments;

May perform other incidental tasks, as needed.

FULL PERFORMANCE KNOWLEDGE, SKILLS, ABILITIES AND ATTRIBUTES:

Knowledge of the causes, course of illness and various treatment modalities for various communicable diseases; knowledge of the various public health measures involved in the control of various communicable diseases; knowledge of the techniques of confidential investigation and data handling; skill in interviewing; ability to communicate effectively both orally and in writing; ability to establish and maintain effective working relationships with others; ability to read, speak and listen to the Spanish Language at a level sufficient to pass a Spanish Language Proficiency Test; ability to read, write, speak, understand and communicate in English sufficiently to perform the essential tasks of the position; ability to effectively use computer applications such as spreadsheets, word-processing, e-mail and database software; good judgment; tact; integrity; thoroughness; physical condition commensurate with the demands of the position.

MINIMUM ACCEPTABLE TRAINING AND EXPERIENCE: Satisfactory completion of 60 credits* which must have included or been supplemented by at least 15 credits* in the biological, physical, natural or behavioral sciences (e.g., Biology, Chemistry, Physiology, Psychology) and three years of experience working with the public where the primary function of the position was in either interviewing, instructing, or providing information or referral services in a health or medical related setting.

*SPECIAL NOTE: Education beyond the secondary level must be from an institution recognized or accredited by the Board of Regents of the New York State Education Department as a post-secondary, degree-granting institution.

SPECIAL REQUIREMENTS: Possession of a valid license to operate a motor vehicle in the State of New York will be required at time of appointment and maintain same while in the title.

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Job Class Code: C2625
Job Group: VIII