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| Beaverhead County  Public Health Department  41 Barrett Street  Dillon, MT 59725  (406) 683-4771  Job Description |  |

*Beaverhead County is an equal opportunity employer. The County shall, upon request, provide reasonable accommodations to otherwise qualified individuals with disabilities.*

**Job Title:** Public Health Interventionist (PHI) **Department:** Public Health

**Location:** Dillon, MT **Pay Scale:** $27.00 hourly wage

**Status:** Full-time

**Job Overview:** The Public Health Interventionist will be able to perform a variety of professional and administrative duties with in the health department to promote and maintain individual, group, and community health. This person will coordinate investigations of communicable disease to prevent their spread, such as COVID-19 and STDs. This work includes conducting client interviews, case investigations, contract tracing, and collection of data for surveillance and reporting. This position will also assist with the development of appropriate response protocols, data tracking and analysis and communication with stakeholders. Other duties include responsibility for a variety of Public Health Emergency Preparedness (PHEP) grant deliverables, assistance with planning and administration of immunization clinics, outreach for various public health programs, social media responsibility, and family planning/immunization inventory.

This position is full-time, Monday through Friday. In the event of a public health emergency, this individual must be willing to work variable hours, including nights and weekends.

**Essential Functions (Major Duties or Responsibilities):**

1. Coordinate Communicable Disease Surveillance Systems and Response

* Conduct timely investigations with people with confirmed or suspected communicable diseases.
* Manage patient panels of those with confirmed or suspected diseases under investigation using established protocols including ongoing interviews and patient follow up, tracking of relationship/contacts, case management and documentation.
* Communicate effectively and responsibly by establishing rapport, assertively confronting issues, and resolving patient concerns.
* Document surveillance data such as health indicators, risk factors, and disease surveillance information using MIDIS (Montana Infectious Disease Information data base).
* Coordinate and manage special surveillance and screening activities during emerging disease events under established protocol and supervision of the Public Health Director.
* Monitor trends, risk factors, and prevention interventions of communicable disease in the county.

1. PHEP Grant Deliverables

* Assist in accomplishing grant related deliverables.
* Maintain periodic reporting to various stakeholders.
* Assist with designing and conducting basic program evaluation activities.
* Assist with writing and providing content for grant reports.
* Participation with the LEPC (Local Emergency Planning Committee).

1. Program Support

* Support public health staff in ongoing program implementation
* Conduct and document family planning drug/supply inventory
* Conduct and document immunization drug/supply inventory.
* Assist with immunization record documentation in imMTrax (Montana statewide immunization registry).
* Assist with vaccine administration (i.e. flu and COVID clinics)
* Responds to other public health situations as directed.

1. Community Outreach

* Assist with community outreach including health promotion and health education. (i.e. car seat clinics, MCH activities, family planning, and WIC)
* Responsible for social media on the public health Facebook page.

**Physical and Environmental Demands:** The duties of a PHI are performed both in the field and in the office.

**Knowledge, Skills and Abilities (Behaviors):**

Required for the first day of work:

* Excellent organizational skills.
* Enthusiastic and self-motivator to learn many new skills.
* Excellent “people skills” including the ability to assertively solve problems and clearly state expectations in stressful situations.
* Ability to interact effectively with people of all social, cultural, and educational backgrounds.
* Demonstrated ability to protect confidential health information.
* Ability to identify problems, and utilize evidence-based practices to develop and implement solutions.
* Ability to combine pieces of information to form conclusions.
* Excellent written and oral communication skills for a variety of audiences.
* Comfort with use of spreadsheets and basic data collection, organization, and analysis.

**Minimum Qualifications (Education and Experience):**

* Valid Montana Licensed Practical Nurse license.
* One year of job-related experience in public health preferred.
* Valid Montana driver’s license is required.
* Other combinations of directly related education and experience may be considered on a case-by-case basis.

**Special Requirements:**

* Background Check
* Current AHA Basic Life Support

**Safety Responsibilities:**

* Comply with Beaverhead County’s Health and Safety Program.
* Observe all safety rules and applies accident prevention principles while performing duties.
* Report all workplace accidents or injuries to the supervisor or designee.

**The specific statements shown in each section of this description are not intended to be all inclusive. They represent typical elements and criteria considered necessary to perform the job successfully.**