

CUYAHOGA COUNTY BOARD OF HEALTH

YOUR TRUSTED SOURCE FOR PUBLIC HEALTH INFORMATION

Position: Communicable Disease Investigator

Position to be filled: March 5, 2018

Starting Salary: \$46,991 annually

Reports to: Director ESI

Hours: Mon. – Fri., 8:30 a.m. to 4:30 p.m.

Minimum Requirements:

- Bachelor's degree in either the biological sciences, environmental health, nursing or public health.
- Minimum of one year of communicable disease control or related experience.
- Completion of at least one graduate level epidemiology course or CDC principals of epidemiology within the first 90 days of employment.
- Valid driver's license and insurance at time of appointment
- Basic knowledge of local, state, and federal guidelines related to infectious disease transmission, prevention and epidemiology principles.
- Proficiency with use of PC hardware & basic software (i.e. Microsoft office), email, and office equipment (i.e., copier, fax, scanner, telephone, etc.). Strong proficiency in Microsoft Excel.
- Good customer service, verbal and written communication skills, and effective presentation skills. Good interpersonal relationship skills including cultural sensitivity & competence.
- Proficiency with use of databases and for data querying and reporting.
- Mathematical aptitude necessary to perform statistical analysis.

Responsibilities:

- Investigates reportable infectious diseases as guided by the Ohio Infectious Disease Control Manual.
- Monitors various infectious disease surveillance systems (i.e., epicenter anomalies, ODRS, etc.) for significant disease trends and early detection of emerging infectious diseases in sensitive areas (food handling, child care, and adult care).
- Investigates, coordinates, and/or assists with all reported disease outbreaks or illness clusters.
- Collects and analyzes reportable infectious disease data for the quarterly and annual disease reports.
- Responds to public inquiries from schools, institutions, businesses, individuals, etc. regarding infectious disease concerns.
- Interviews and re-interviews persons infected with or suspected of having a communicable or infectious disease to determine the source of the transmission.
- Conducts basic statistical analyses (e.g. univariate, bi-variate, and stratified) using software such as SPSS, SAS, Epi Info, etc.
- Serves as a primary contact for Class A diseases reported outside of normal business hours.
- Assists with maintaining the agency Health Alert Network and assists with reviews/updates of the Health Alert Network Standard Operating Guidelines.
- Interprets and implements local, state, and federal guidelines related to infectious disease control.
- Develops and extracts reports from databases (i.e., Enterprise, etc.) for delivery to internal and external customers.
- Participates in public health emergency activities as needed. Serves as a first responder of the outbreak investigation team.
- Collaborates with internal and external partners on special projects as assigned.
- Performs other duties as assigned.

Forward pre-employment application to:

Human Resources
Cuyahoga County Board of Health
5550 Venture Drive
Parma, Ohio 44130
Email – hr@ccbh.net

Deadline to Apply: 4:30 p.m. on Monday, January 8, 2018

Consideration for internal applicants upon written request to Human Resources

Please print and complete the pre-employment application available on our website,
www.ccbh.net. Please submit your resume along with your application.

Employees hired for a position that is funded in whole or in part by a designated funding source may be laid off when the funding source is reduced or eliminated.

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