



COUNTY OF HIDALGO

Department of Human Resources

Job Title: **COVID-19 PUBLIC HEALTH SPECIALIST II**
Grade: 11

The County of Hidalgo Department of Human Resources reserves the right to select candidates considered to be the most highly qualified based on education and experience. The hiring department will interview and select the candidates provided by the Department of Human Resources.

GENERAL DESCRIPTION

Provides clinical and administrative support to COVID-19 preparedness and response, which includes epidemiology and surveillance functions. Support planning and documentation initiatives in regards to emergency operations, mitigation, and recovery efforts of COVID-19. Makes field visits to surveillance sites to collect specimens or testing. Responsible for maintaining inventory of specimen collection kits and related supplies for COVID-19 other biological samplings. Provides field- and office-based assistance to investigations of health threats. Essential duties also include educating partner's prevention and mitigation of COVID-19. Performs reporting and guidance review of state and federal guidelines for COVID-19 prevention and response activities. Assists with the electronic data entry of reportable diseases. Involved in outreach and educational functions in the community as specifically assigned. Participates as a member of the Public Health Preparedness Response Team (PHPRT); shall respond to all bio-terrorism events or large disease outbreaks and other Public Health emergencies anywhere in the state. Will be required to be "on-call" as assigned or during an event.

EXAMPLES OF WORK PERFORMED

Makes field visits to COVID-19 disease surveillance sites to distribute specimen collection kits, e.g., for influenza, and picks up and delivers specimens to regional laboratory for testing

Collects, transports and delivers enteric and other biological samples for COVID-19 laboratory testing

Maintains database of records of COVID-19 specimens collected

Maintains inventory of COVID-19 specimen collection kits and related supplies for enteric samples, influenza testing and other biological sampling

Educates partners about proper specimen collection and storage techniques

Prepares, packs and completes forms for shipment of specimens to State laboratory, if necessary, and assists in completing lab forms, taking samples to lab and retrieving results

Performs outreach and educational functions in the community for COVID-19 as specifically assigned

Performs tasks as assigned to support case and outbreak investigators including collection of specimens and gathering data

Participates in Preparedness and Response Activities as assigned to support Responder Safety & Health, Vulnerable Populations, Medical Countermeasures, and COVID-19 Mitigation initiatives/projects

Assists with the maintenance of the electronic database of reportable conditions

Performs all other related duties as assigned

EDUCATION AND EXPERIENCE

Bachelor's degree in Public Health, Health Promotion and Education or related field

Preferred: MPH or Master's degree

Three (3) years' work experience in a public health or healthcare setting preferred

Experience or education in disaster studies, emergency preparedness, biological specimen collection and processing is a plus

CERTIFICATES, LICENSES AND REGISTRATION

Must have a current valid Texas motor vehicle operator's license

Must be able to be insured by the County's insurance carrier

KNOWLEDGE, SKILLS AND ABILITIES

Data entry and skilled in use of Microsoft Windows and other basic Microsoft Office applications

Good verbal and written communication skills required

PHYSICAL DEMANDS

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job.

While performing the duties of this job, the employee is regularly required to talk or hear. The employee frequently is required to stand. The employee is occasionally required to walk; sit; use hands to find, handle, or feel objects, tools or controls; reach with hands and arms; climb or balance; stoop and kneel.

The employee must occasionally lift and/or move over twenty-five (25) pounds. Specific vision abilities required by this job include close vision, depth perception, and the ability to adjust focus.

WORK ENVIRONMENT

The work environment characteristics described here are representative of those an employee encounter while performing the essential functions of this job.

The noise level in the work environment is usually moderate.

SAFETY REQUIREMENTS

Maintain physical conditions appropriate to the performance of assigned duties and responsibilities which may include the following:

- sitting for extended periods of time
- standing for extended periods of time

- operating assigned equipment

Maintain mental capacity which permits:

- making sound decisions and using good judgment
- demonstrating intellectual capabilities

Effectively handle a work environment and conditions which involve:

- working closely with others
- working in a multi-task environment

Maintain effective audio-visual discrimination and perception needed for:

- making observations
- reading and writing
- operating assigned equipment
- communication with others
- required to follow the County of Hidalgo Accident Prevention Plan and department's safety regulations