



Employment Opportunity

Kittitas County, Washington

POSTED: 9/23/2020

CLOSES: 9/30/2020

PROJECT SPECIALIST – COVID-19 EMERGENCY

The Kittitas County Public Health Office is currently seeking qualified candidates to fill five (5) Project Specialist vacancies. This is an on-call project position which is non-benefited, non-union, non-exempt and expected to begin as soon as possible. The Project Specialist determines who had contact with diagnosed patients of COVID-19, conducts remote assessments of symptoms, and ensures that individuals have the resources necessary to remain in isolation or quarantine. This position must be able to work weekends. Bilingual English/Spanish preferred. Anyone who meets the qualifications stated below may apply. This position will close on 9/30/2020.

SALARY RANGE: \$23 per hour.

ESSENTIAL FUNCTIONS

- Participate in the surveillance and investigation of outbreaks of COVID-19 in Kittitas County, Washington, by interviewing people with COVID-19 to identify everyone they had close contact with during the time they may have been infectious.
- Notify contacts of their potential exposure, assess symptoms, and refer them for testing.
- Advise contacts of isolation and quarantine requirements and procedures.
- Connect contacts with services they might need during the self-quarantine period.
- Maintain ongoing communication with contacts to monitor symptoms.
- Communicate with state and local partners as cases cross jurisdictional boundaries.
- Assist in the consolidation of data collected and assist in the analyses and interpretation of investigation results.
- Participate in education programs of the general public regarding various aspects of disease control, immunization, and prevention.

OTHER FUNCTIONS

- Respond to Public Health related inquiries from the public as needed.
- Maintain confidentiality as described in agency, federal, and state required policies.

This job description is a summary of the primary functions and expectations for this position. Additional department-related duties may be assigned as required.

MINIMUM QUALIFICATIONS

- High school diploma or GED equivalent.
- At least one (1) year of professional experience in a customer service position that requires the ability to handle challenging communications via phone, preferably in a healthcare, social service, or related setting.

Kittitas County is an Equal Opportunity Employer

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- An equivalent combination of education and experience which provides the knowledge, skills and ability necessary to perform the work required may substitute for the minimum qualifications above.
- Must document immunity or provide proof of vaccination against vaccine-preventable diseases as recommended for health care workers by the CDC's Advisory Committee on Immunization Practices, OR be willing to undergo the necessary vaccinations through the Public Health Department, OR sign a waiver declining vaccinations.
- Valid Washington State driver's license.
- A criminal history and background check will be performed on qualified candidates. Convictions may preclude candidates from employment in certain circumstances. Factors such as relativity to the position, age and time of the offense, seriousness and nature of the violation, and rehabilitation will be taken into account.

NECESSARY KNOWLEDGE, SKILLS AND ABILITIES

- Proficient in use of computer applications and/or other automated systems such as spreadsheets, word-processing, calendar, email, and other database software; possess the ability to quickly learn new programs including those specific to the department and/or County.
- Ability to maintain courteous and cooperative professional relationships with coworkers, supervisors, outside agencies, patients and family members, media, and the general public.
- Ability to communicate effectively in verbal and written format.
- Ability to use good judgment and work independently.
- Ability to manage stress effectively.
- Ability to conduct interviews in a professional manner that reflects emotional and cultural awareness.

PREFERRED QUALIFICATIONS

- Bilingual (Spanish/English) strongly preferred.
- Experience conducting communicable disease surveillance (e.g., enterics, hepatitis, zoonotics, vaccine-preventable diseases, hospital-acquired infections, or immunizations).
- Knowledge of local Kittitas County community.
- Community Health Education Specialist (CHES) certification.

WORKING CONDITIONS

Most work is performed in an office environment but may include alternate meeting locations such as clinical settings and medical facilities. Travel throughout the county and the local region may be required; must be able to drive in all weather conditions and levels of daylight. Employee may be required to utilize his/her private vehicle in the performance of the job duties but will be reimbursed for mileage.

Must be able to build and maintain trust with, and provide support to, a diverse population. Must be able to handle emotional and/or angry call recipients with grace and not take it personally. Must be able to operate a computer, stand, walk, sit, crouch, kneel, stoop and grasp. Must be able to traverse a variety of surfaces and ascend/descend stairs. Must have adequate close, distance, color, and peripheral vision, depth perception and the ability to adjust focus; as well as hearing and speech to communicate clearly in person or over the telephone. Must be able to lift up to 25 pounds; potentially more with assistance. All safety regulations, policies, and procedures must be adhered to at all times.

There will be variations in working hours as needed; most shifts will occur during weekends and weekday mornings but may include afternoons/evenings. Reliable attendance and punctuality are required.

Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

APPLICATION PROCESS

Applicants must apply online using the electronic recruitment portal. The following items are required:

1. Kittitas County Employment Application
2. Resume
3. Two (2) professional references