

# CUYAHOGA COUNTY BOARD OF HEALTH

YOUR TRUSTED SOURCE FOR PUBLIC HEALTH INFORMATION

## POSITION AVAILABLE

**Position:** Communicable Disease Investigator

**Reports to:** Disease & Emergency Supervisor

**Position to be filled:** August 1, 2022

**Starting Salary:** \$46,991 annually

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

**Flexible Work Arrangements:** Alternate work schedule or changes in work schedule available after initial training period with approval. Core work hours of 10am to 2pm required of all staff. Remote work from home available up to two days per week with approval after the completion of a minimum of 60 days of employment.

**Vaccine Policy:** Effective November 1, 2021 all new hires will need to meet COVID and Influenza vaccine requirements or request an exemption as outlined in the CCBH Vaccination Policy.

### **Minimum Requirements:**

- Bachelor's degree in either the biological sciences, environmental health, nursing, or public health. Curriculum must include at least one epidemiology course. Graduate-level epidemiology coursework required annually.
- Completion of a 'Principals of Epidemiology' course within first six months of employment.
- Minimum of two years of public health or equivalent experience under the supervision of an epidemiologist (with Bachelor's degree) OR no experience necessary (with Master's degree).
- 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.
- Ability to efficiently multi-task daily.
- 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 with 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.

Please complete the online application on our website, [www.ccbh.net/jobs](http://www.ccbh.net/jobs)

Please upload your resume with your application.

**Deadline to Apply: July 1, 2022**

***Bilingual Applicants Welcome***

*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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All employees hired for a position must be legally authorized to work in the United States without requiring sponsorship for employment visa status now or in the future.