



DISEASE INTERVENTION SPECIALIST SUPERVISOR

Characteristics of Work

This is supervisory work within a health program responsible for prevention and control of sexually transmitted and other communicable diseases. Incumbents in this occupational class supervise subordinates who coordinate and implement components of epidemiology screening, surveillance and prevention for a multiple county area. Supervision is received from professional health program personnel with considerable latitude for independent judgement. Supervision may be exercised over lower level DIS.

Examples of Work

Examples of work performed in this classification include, but are not limited to, the following:

Provide technical assistance to health program personnel on prevention and control of communicable diseases.

Presents educational programs on prevention and control of communicable diseases when requested by schools or community organizations.

Establish and maintain a professional working relationship with staff, patients, other agencies, and individuals who have an impact on control programs.

Trains subordinate staff in the application of developed methods/techniques of investigation and patient health according to MSDH and CDC guidelines.

Routinely performs demonstrations, audits, and critiques for subordinates on consultation, interviews, field investigations, and case analysis.

Assigns and schedules work of staff and completes required written documentation and reports expeditiously.

Evaluates the performance of staff while utilizing program objectives and skills inventories within the framework of the PAR system.

Encourages, coordinates, schedules, and participates in off site screening to include nights and weekends.

Monitor field investigations and the timely analysis of case reports.

Essential Functions

Additional essential functions may be identified and included by the hiring agency. The essential functions include, but are not limited to, the following:

1. Provides technical assistance and educational information regarding the prevention and control of communicable disease to health program personnel and interested parties .

2. Works directly with subordinates staff in training, scheduling their work, and evaluating their performance.
3. Ensures the timely completion and accuracy of case reports prior to submission to STD/HIV Division.

Essential Competencies

The following underlying competencies are linked to the essential functions of the job. Employees in this position may be evaluated on these competencies as part of the performance appraisal system. Specific behaviors may be identified and included later by the hiring agency. Failure of an employee to successfully demonstrate some or all of these competencies, as deemed important by his or her reporting official, may result in the employee being placed on a performance improvement plan. If after a reasonable period of time, usually three (3) months, the employee fails to demonstrate successful performance, the employee may be terminated. These competencies include, but are not limited to, the following:

General Public Sector Competencies

Integrity and Honesty: Models and demonstrates high standards of integrity, trust, openness and respect for others. Demonstrates a sense of responsibility and commitment to the public trust through statements and actions. Demonstrates integrity by honoring commitments and promises. Demonstrates integrity by maintaining necessary confidentiality.

Work Ethic: Conscientiously abides by the rules, regulations and procedures governing work. Exhibits a strong work ethic by being productive, diligent, conscientious, timely, and loyal.

Service Orientation: Seeks to understand and meets and/or exceeds the needs and expectations of customers. Treats customers with respect, responding to requests in a professional manner, even in difficult circumstances. Provides accurate and timely service. Develops positive relationships with customers. Demonstrates a commitment to quality public service through statements and actions.

Accountability: Is productive and carries fair share of the workload. Accepts responsibility for actions and results. Focuses on quality and expends the necessary time and effort to achieve goals. Demonstrates loyalty to the job and the agency and is a good steward of state assets. Steadfastly persists in overcoming obstacles and pushes self for results. Maintains necessary attention to detail to achieve high level performance. Deals effectively with pressure and recovers quickly from setbacks. Takes ownership of tasks, performance standards and mistakes. Has knowledge of how to perform one's job. Knows the organization's mission and functions and how it fits into state government.

Self Management Skills: Encourages and facilitates cooperation, pride, trust, and group identity; fosters commitment and team spirit; works effectively and cooperatively with others to achieve goals. Maintains a positive attitude. Effectively manages emotions and impulses. Treats all people with respect, courtesy, and consideration. Communicates effectively. Remains open to new ideas and approaches. Avoids conflicts of interest. Promotes cooperation and teamwork. Continuously evaluates and adapts, copes effectively with change. Allows self and others to make mistakes and learns from those mistakes. Adheres to high ethical standards. Involved in professional organizations. Copes effectively with change. Allows self and others to make mistakes and learns from those mistakes.

Interpersonal Skills: Shows understanding, courtesy, tact, empathy and concern; develops & maintains relationships. Demonstrates cross cultural sensitivity and understanding. Identifies and seeks to solve problems and prevent or resolve conflict situations. Encourages others through positive reinforcement. Expresses facts and ideas both verbally and in writing in a clear, convincing and organized manner,

helping others translate vision into action. Models appropriate behavior. Recognizes and develops potential in others, leads others to life-long learning by example. Models appropriate behavior.

Communication Skills: Receives, attends to, interprets, and responds to verbal messages and other cues such as body language in ways that are appropriate to listeners and situations. Expresses information to individuals or groups effectively, taking into account the audience and nature of the information; listens to others, attends to nonverbal cues, and responds appropriately. May make oral presentations. Communicates ideas, suggestions and concerns as well as outcomes and progress throughout the process of an activity. Provides thorough and accurate information.

Self-Development: Seeks efficient learning techniques to acquire and apply new knowledge and skills; uses training, feedback, or other opportunities for self-learning and development. Develops and enhances skills to adapt to changing organizational needs. Remains open to change and new information and ideas; adapts behavior or work methods in response to new information, changing conditions, or unexpected obstacles.

Technical Competencies

Investigative Performance: Conducts field epidemiological investigations. Asks appropriate questions while conducting interviews to gain information to assist in the epidemiological investigation process. Concisely and correctly answers questions and/or advises, explains, or conveys information to patients, health professionals, and/or the general public. Maintains accurate records. Prepares confidential records and reports of case investigations.

Professional Maturity: Able to assess the situation and appropriately respond. Exhibits the attributes of confidence, assertion, tolerance, patience, and empathy at the appropriate time. Manages conflicts and defuses situations. Knows when to refer an issue to the appropriate level. Aligns personal behavior with agency standards. Responds appropriately to supervision and administrative decisions. Is able to work under and with authority and accepts decisions. Uses objectivity and confidentiality in counseling patients, conducting interviews, and maintaining patient records. Is sensitive of the feelings and needs of others from different cultures.

Work Performance: Encourages, coordinates, schedules and participates in off-site screenings. Performs venipuncture and RPR card testing. Collects blood samples for testing and submits to Public Health laboratory. Provides educational services to clients, health care professionals, area schools, and other organizations. Collects, prepares, and performs analysis of data.

Mentoring: Trains lower level DIS in the application of developed methods/techniques of investigation and patient health care on a continuing basis. Plans workloads and deadlines for lower level staff.

Professional Development: Attends and completes all job related training. (i.e., STD Intervention for Supervisors, Principles of Supervision, Conflict Resolution, Introduction to STD Intervention, venipuncture training, STD/HIV Prevention Counseling Course)

Management Competencies

Emotional Maturity: Conducts oneself in a professional, consistent manner when representing the organization. Has the ability to work through adversity and hold self and others accountable for work actions.

Macro Oriented: Understands and appropriately applies procedures, requirements, and regulations related to specialized areas of expertise. Exercises good judgement, makes sound, well informed decisions.

Working Through Others: Shows a willingness to get work done through others, supports, motivates and is an advocate for staff. Reinforces and rewards team efforts and positive behaviors. Is fair, yet firm with others. Provides feedback.

Results Oriented: Plans effectively to achieve or exceed goals, sets and meets deadlines.

Minimum Qualifications

These minimum qualifications have been agreed upon by Subject Matter Experts (SMEs) in this job class and are based upon a job analysis and the essential functions. However, if a candidate believes he/she is qualified for the job although he/she does not have the minimum qualifications set forth below, he/she may request special consideration through substitution of related education and experience, demonstrating the ability to perform the essential functions of the position. Any request to substitute related education or experience for minimum qualifications must be addressed to the State Personnel Board in writing, identifying the related education and experience which demonstrates the candidate's ability to perform all essential functions of the position.

Physical Requirements: These physical requirements are not exhaustive, and additional job related physical requirements may be added to these by individual agencies on an as needed basis. Corrective devices may be used to meet physical requirements. These are typical requirements; however, reasonable accommodations may be possible.

Light Work: May frequently walk or stand and/or frequently exert force equivalent to lifting up to approximately 10 pounds and/or occasionally exert force equivalent to lifting up to approximately 20 pounds.

Vision: Requires the ability to perceive the nature of objects by the eye.

Near Acuity: Clarity of vision at 20 inches or less.

Midrange: Clarity of vision at distances of more than 20 inches and less than 20 feet.

Far Acuity: Clarity of vision at 20 feet or more.

Field of Vision: Ability to observe an area up or down, left or right while eyes are fixed on a given point.

Depth Perception: Three-dimensional vision. Ability to judge distance and space relationships so as to see objects where and as they actually are.

Accommodation: Ability to adjust focus.

Color Vision: Ability to identify colors.

Speaking/Hearing: Ability to give and receive information through speaking and listening skills.

Taste/Smell: Ability to use the sense of smell to recognize and distinguish odors. Ability to use the sense of taste to recognize and distinguish flavors.

Motor Coordination: While performing the duties of this job, the incumbent is regularly required to use hands to finger, handle, or feel objects, tools, or controls. The incumbent is frequently required to sit; walk; stand; and reach with hands and arms. The incumbent is occasionally required to stoop, kneel, crouch, or bend; and climb or balance.

Experience/Educational Requirements:

Education:

A Master's Degree from an accredited four-year college or university in public health, health education, biology, psychology, social work, sociology, political science, anthropology or a related field;

AND

Experience:

Two (2) years of experience in work directly related to the above described duties.

OR

Education:

A Bachelor's Degree from an accredited four-year college or university in public health, health education, biology, psychology, social work, sociology, political science, anthropology or a related field;

AND

Experience:

Three (3) years of experience related to the above described duties, two (2) years of which must be directly related.

License:

Possession of a valid Mississippi Driver's License or a valid Driver's License from a contiguous state.

Documentation Required:

Applicant must attach a valid copy of his/her Mississippi Driver's License or a valid Driver's License from a contiguous state.

Interview Requirements

Any candidate who is called to an agency for an interview must notify the interviewing agency in writing of any reasonable accommodation needed prior to the date of the interview.