

Lee County Health Department
309 South Galena Avenue, Suite 100
Dixon, Illinois 61021
(815) 284-3371

DIVISION: COMMUNITY & PERSONAL HEALTH

JOB CLASSIFICATION: INFECTIOUS DISEASE COORDINATOR

QUALIFICATIONS:

Public Health nursing staff must possess the minimum qualifications as required by the Illinois Department of Public Health for the position of Public Health Nurse. Must hold a current Illinois license as a Registered Nurse or Licensed Practical Nurse. Must be able to work with minimum supervision, keep accurate records, and plan and carry out clinics and other public health functions.

REPORTS TO: DIRECTOR OF COMMUNITY & PERSONAL HEALTH

SUPERVISES: N/A

MAJOR RESPONSIBILITIES: ILLUSTRATIVE EXAMPLES OF WORK:

1. Provides program services according to the Illinois Department of Public Health, Illinois Department of Human Services, and/or grant requirements, following physician's standing orders where applicable.
2. Assists in the coordination and/or implementation of public health program activities.
3. Keeps abreast of innovative practices and current trends in public health programs and participates in continuing education activities.
4. Participates in formulation, development, and/or implementation of program objectives, protocols and policies.
5. Oversees the planning, implementation, policies, procedures, standing orders, and evaluation of the Infectious Disease, Sexually Transmitted Infection (STI), Human Immunodeficiency Virus (HIV), Tuberculosis (TB), and Harm Reduction Programs.
6. Keeps current with the latest infectious disease, STI, HIV, Harm Reduction and TB information and updates agency staff of new information, recommendations, and requirements.
7. Provides naloxone training as needed to residents and community organizations.
8. Provides management of client services, including follow-up and referral services when necessary.

9. Contacts physicians, laboratory personnel, and other service providers regarding program clients as necessary.
10. Consults with the Director of Community & Personal Health, Administrator, program consultants, and/or the medical director(s) concerning client management, standing orders and protocol procedures.
11. Provides outreach for Public Health Programs and participates in health education programs and services.
12. Provides STD, HIV, Hepatitis C and TB clinic services including limited exams, testing, treatment where applicable, and follow up.
13. Determines how individual services will be billed via self-pay, grant funding or third-party and submit documentation in a timely manner.
14. Works in tandem with the Director of Maternal & Child Health to prepare, schedule, and implement yearly influenza clinics.
15. Records and documents client health data and client services provided in order to maintain, coordinate and/or expedite required services. Exercises responsibility for client medical records management and confidentiality.
16. Prepares and reviews records and reports on an operational and professional level.
17. Maintains and updates the department's bloodborne pathogen policy.
18. Provides bloodborne pathogen training to new staff and ensures annual training for staff having requirement.
19. Responsible for the respiratory protection program, including but not limited to employee FIT testing.
20. Serves as back-up for the Residential Sharps Disposal program.
21. In times of a public health or health-related emergency, may be required to report for specialized assigned duties inside or outside of Lee County.
22. Participates in emergency response exercises and drills.
23. Any other duty that from time to time may be assigned.