



POSITION DESCRIPTION

POSITION TITLE:	COMMUNICABLE DISEASE TECHNICIAN
DEPARTMENT:	PUBLIC HEALTH
CLASSIFICATION:	COMMUNICABLE DISEASE TECHNICIAN
UNION:	MGEU – FACILITY SUPPORT

REPORTING RELATIONSHIPS

POSITION REPORTS TO:	CLINICAL TEAM MANAGER – PUBLIC HEALTH
POSITIONS SUPERVISED:	NOT APPLICABLE

POSITION SUMMARY

The Communicable Disease Technician works under the direction of regional public health teams (Public Health Nurses, Communicable Disease Coordinators, Medical Officers of Health, Team Managers) to support public health communicable disease prevention and control. The position of Communicable Disease Technician functions in a manner consistent with, and supports the mission, vision and values of the Interlake-Eastern Regional Health Authority.

ESSENTIAL FUNCTIONS AND DUTIES

Function and duties include but are not limited to the following:

Communicable Disease Prevention

Prevention reduces the occurrence of disease and its consequences in a variety of settings.

- Supports case and contact management, maintaining accurate health records and data entry

- Provides current health information to clients.
- Provides clients with direct access to a variety of resources.
- Refers clients to appropriate services using the type of support that will make the referral successful.
- Outreach work to support engagement of hard to reach clients.
- Supports outbreak response efforts (e.g. supporting community partners to implement existing processes/tools, supporting public health rapid response for highly-vulnerable settings).
- Supports vaccination efforts through assessment, education, advocacy, collaboration and outbreak response action.
- Harm reduction activities such as supply distribution as appropriate.
- Surveillance related activities such as data collection and entry.

Community Engagement

Community engagement strengthens the connections and relationships between individuals and with organizations that will result in an increased capacity within communities to work towards common goals. The focus of the Communicable Disease Technician is on intersectoral collaboration, locality development and organizational development.

- Provides support through outreach to agencies/services (e.g., daycares, schools, workplaces, community organizations, etc).
- Develops effective relationships with agencies and the public toward promotion of communicable disease prevention and harm reduction.
- Encourages clients to share knowledge to promote health.
- Collaborates with stakeholders to support the health of populations at risk.
- Contributes to a healthy and responsive workplace and organization.

Communication – Liaison, Partnerships

Communication is an essential skill in the development of respectful relationships. Effective communication techniques contribute to a strong professional team as well as multidisciplinary, intersectoral and intrasectoral partnerships.

- Makes contact with priority populations through a variety of methods (phone, outreach, creative engagement).
- Respond to requests for information. Communication of health information and education as required for individuals, families and groups.
- Develops trust and a positive rapport with clients by being supportive and non-judgmental
- Establishes professional supportive relationships which assists clients to identify options and make choices that best meet their health needs.
- Advocates on behalf of clients when and where appropriate.
- Establishes and maintains respectful, productive relationships, with people in and outside of the organization including team members, other service providers and those who are vulnerable and socially excluded.
- Fosters team building and mutual respect in all interactions.
- Promotes cultural safety and respect for diversity (e.g., economic and social status, ethnicity, culture, belief systems, sexuality, education).

- Maximizes collaborative decision-making with clients, colleagues, and other professionals to provide integrated care and appropriate services.
- Effectively uses a variety of communication strategies such as written, verbal, non-verbal and electronic.

Professional Responsibility and Accountability

Communicable Disease Technicians are accountable for their professional competence, the quality of their work and utilizing knowledge that is evidence-based and current.

- Recognizes personal attitudes, beliefs, feelings and values about health; identifying the effects of personal values and assumptions in interactions with clients.
- Systematically seeks professional development experiences that are consistent with current practice, new and emerging issues and changing needs of the population.
- Takes preventive, as well as corrective action individually or in partnership with others to protect clients from unsafe, incompetent, or unethical circumstances.
- Adheres to relevant legislation (e.g., Child and Family Services Act, Personal Health Information Act).
- Participates in quality assurance.

Administrative Responsibility and Accountability

Administrative responsibility and accountability promotes effective and efficient organizational operation and data collection. Communicable Disease Technicians are responsible to complete relevant functions and are accountable to the organization, the team and their clients to provide service in the most effective and efficient manner.

- Effectively manages and prioritizes work.
- Completes documentation, accurate statistical data, and reports in a timely manner.
- Incorporates appropriate quality assurance processes.
- Completes relevant administrative functions and documentation (e.g., vacation requests, mileage, complaints process, occurrence reports).
- Actively participates in relevant meetings and committees (e.g., program, community, provincial).
- Perform other duties as assigned.

OTHER

- Performs other duties as assigned.
- Pursuant to the Regional Health Authority Act, Interlake-Eastern RHA is designated bilingual (English/ French). Accordingly, all employees accept the responsibility to support clients in their official language of choice.

QUALIFICATIONS

EDUCATION/CERTIFICATION:

- Complete High School Education, Manitoba standards required.
- Recognized post-secondary certificate or diploma in a health services or social sciences field required.

- Post-secondary education, including degree specific to population and public health preferred.

REQUIRED KNOWLEDGE:

- Knowledge of population health and health equity an asset.
- Knowledge of communicable disease management and harm reduction an asset.
- Knowledge of and experience working with diverse populations required.

EXPERIENCE REQUIRED:

- Minimum two (2) years working with diverse populations from a community-based perspective that supports individuals, families, groups and communities across the lifespan.

SKILLS/COMPETENCIES:

- Collaborative approach to working with individuals and families.
- Able to work collaboratively within a multidisciplinary team using strong communication skills and interpersonal skills.
- Valid Manitoba Class 5 drivers license or equivalent from province of residence, and access to a personal vehicle required.
- Mental and physical ability to meet the demands of the position.
- Given the cultural diversity of our region, the ability to communicate in more than one language would be considered an asset.
- Proficiency of both official languages is essential for target and designated bilingual positions.
- Completes and maintains a satisfactory pre-employment security check.
- Satisfactory employment record.

WORK CONDITIONS

- The incumbent functions autonomously on a day-to-day basis and manages assigned duties accordingly.
- Will be required to travel throughout the region as duties may require.
- No hazardous or significantly unpleasant conditions.
- All health care workers are required to be immunized as a condition of employment in accordance with the Interlake-Eastern RHA Policy GA-13-P-110 Required Immunizations for Health Care Workers.

WORKPLACE SAFETY AND HEALTH

The incumbent contributes to making the organization safe for clients and staff and recognizes the importance of reporting unsafe situations and participating in follow up reviews as a learning opportunity.

- Provides a safe environment by ensuring the adherence to Workplace Safety and Health Regulations and Policies and Infection Control Guidelines. Obeys all safety and health rules and follows recommended Safe Work Procedures. Informs supervisor of any unsafe acts, work conditions, incidents, near misses, injuries or illnesses immediately.

- Demonstrates a working knowledge of Workplace Hazardous Materials Information Systems (WHMIS) and adheres to procedures for handling and storing controlled substances as described in the Material Safety Data Sheets (MSDS). Uses personal protective equipment as required.
- Demonstrates understanding of role and responsibilities in fire prevention and disaster preparedness and participates in safety and health training programs including the health facility's Fire, Disaster and Evacuation Plan.

PATIENT SAFETY

- Participates in and demonstrates an understanding of patient safety principles and practices into all day to day activities. Follow all safe work practices and procedures and immediately communicates any activity or action which may constitute a risk to patient safety.

Created: April 2022
Date

Revised: _____
Date

Approved by: _____
Regional Manager/ Supervisor Date

Approved by: _____
Regional Lead/ CEO Date

Reviewed by: _____
Regional Lead, Human Resources Date

Position descriptions assist organizations in ensuring that the hiring process is fairly administered and that qualified employees are selected. They are also essential to an effective appraisal system and related promotion, transfer, layoff, and termination decisions. Well constructed position descriptions are an integral part of any effective compensation system.

All descriptions have been reviewed to ensure that only essential functions and basic duties have been included. Peripheral tasks, only incidentally related to each position, have been excluded. Requirements, skills and abilities included have been determined to be the minimal standards required to successfully perform the position. In no instance, however, should the duties, responsibilities, and requirements delineated be interpreted as all inclusive. Additional functions and requirements may be assigned by supervisors as deemed appropriate.