

GRADE: 13
DIVISION: Prevention, Preparedness, and Response - Epidemiology

POSITION SUMMARY:

Under the general direction of the Epidemiology Manager, the Community Liaison is primarily responsible for the information collection and sharing with schools, businesses, restaurants, and municipalities regarding guidance for mitigation plans and public health recommendations relating to reportable diseases with emphasis on COVID-19. Further, the Community Liaison is responsible for connecting clients to local services concerning testing, treatment, and vaccination.

PRINCIPAL DUTIES/RESPONSIBILITIES:

The following functions represent the majority of the duties performed by the position but is not meant to be all-inclusive or prevent other duties from being assigned when necessary.

ESSENTIAL JOB FUNCTIONS:

1. Serve as community liaison representing THD for information sharing between partnering agencies, including local and State health officials.
 2. Respond to emails and phone calls from the community, as well as, community partners in a professional and timely manner.
 3. Disseminate information between partnering agencies and community organizations.
 4. Coordinate with partner agencies to address public health concerns and recommendations with emphasis on COVID related activities.
 5. Work with community partners to prevent and mitigate the spread of illness.
 6. Build strong relationships with community agencies as a trusted source of accurate information for reducing the spread of vaccine preventable diseases and other diseases.
 7. Provide oversight to the THD phonebank through collaboration with Epidemiology, Marketing, 211, and other community partners to ensure messaging is up to date and relevant.
 8. Work with Epidemiology team to identify outbreaks of illness throughout the community and in high-risk settings.
 9. Work to identify areas of deficiencies within the community to meet the needs of Tulsa County residents.
 10. Develop and facilitate education, training, and presentations to internal and external audiences.
 11. Assist in developing, updating, and editing of epidemiologic policies, procedures, and plans.
 12. Participate in staff meetings, quality assurance activities, and appropriate trainings in support of duties and responsibilities of this position.
 13. Other duties as assigned including those required to fulfill activities in support of public health emergency operations.
-

QUALIFICATIONS/SPECIFICATIONS:

Education:

- Baccalaureate degree in public health, health promotion and outreach, emergency preparedness, epidemiology, medical/public administration, or related field required.

Experience:

- Three years of experience in medical administration, public health administration, epidemiology or emergency preparedness preferred.

Knowledge and Skills:

- Knowledge of human biology, microbiology, parasitology, immunology and pathology; medical terminology, social and economic conditions.
- Ability to use personal computer.
- Ability to develop and maintain effective working relationships.
- Ability and willingness in communicating with persons of diverse backgrounds, both orally and in writing using tact and diplomacy.
- Ability to prioritize and manage position requirements independently with minimal guidance.

Licenses:

- Possession of a valid Oklahoma Driver's License required.

INTERNAL AND EXTERNAL WORKING RELATIONSHIPS:

- Regular internal contact with internal staff, coworkers, department managers and other health department personnel regarding investigations.
- Frequent external contact with personnel of other state and federal agencies, physicians, hospital staff and with the public.

PHYSICAL EFFORT:

- This role routinely uses standard office equipment such as computers, phones, photocopiers, filing cabinets and fax machines. Lifts materials, boxes of records, and equipment weighing up to 25-30 pounds; stooping, bending and squatting in retrieving files. Repetitive hand and arm movement related to computer and telephone operation. Reaching, grasping, talking, hearing, and visual acuity are required to effectively work in this role.

SUPERVISORY RESPONSIBILITY/ACCOUNTABILITY:

Direct Supervision – None.

Indirect Supervision – None.

Budget/Money/Material – Responsible for equipment assigned.

Reports to – Epidemiology Manager

WORKING CONDITIONS:

- Primarily indoors in an office setting spending 3+ hours on the telephone.
- Subject to driving off-site in varying weather and environmental conditions.
- Subject to exposure to communicable diseases and possible exposure to blood, bodily fluids, or tissues.

SPECIAL REQUIREMENTS:

- Must maintain THD record confidentiality unless officially authorized to release records.
- Internal HIPAA certification required.
- Must possess ability and willingness to perform job-related travel.
- Flexibility to work extended daytime and evening hours as necessary.

FLSA Status: Exempt