



MINERAL COUNTY Health Department

Job Title:	Clinical Investigator	Travel Required:	Yes w/personal vehicle
Department-Funded:	Health Department-Grant	Position Type:	Permanent – Full Time
Location:	1203 5 th Ave. East, Superior, MT/Remote	HR Contact:	Dawn Terrill
Office Type:	Shared, mobile	Hours:	0800-1700, some non-traditional hours required
Accountable To:	Health Department Director and County Commissioners		
Applications Available:	Mineral County Courthouse Human Resources in Superior or online at: http://co.mineral.mt.us/departments/human-resources/		
Submit Application & Resume:	Email: dterrill@co.mineral.mt.us Mail: Mineral County Human Resource, PO Box 99 Superior, MT 59872 In Person: Human Resources Department located at the Mineral County Courthouse in Superior at 310 River St. Superior, MT 59872		

Job Description:

Complete communicable disease clinical investigations and administrative functions with a focus on COVID-19 response.

Roles and Responsibilities:

Responsibilities

1. Work with public health team to complete all activities related to COVID-19 response including but not limited to: disease investigation and follow up, administrative support, vaccination, outreach & messaging
2. Assist with general office operations including answering phones, referring messages, receiving the public, providing customer service, entering data, medical billing, finance review, maintaining files, and general support of department functions and objectives.
3. Maintain daily contact with supervisor.
4. Other public health duties as assigned.
5. Adhere to confidentiality rules defined by HIPAA
6. Support and model behaviors consistent with the mission, vision and values of the Mineral County Health Department
7. Adhere to health department and county policies, procedures and processes ensuring safe work practices
8. Ensure that the Public Health Core Functions and 10 Essential Services guide practice
9. Facilitate public health messaging

Qualifications

1. The job requires proficiency with computers; modern office practices and procedures; administrative techniques and principles of organization; accounting; budgeting; data collection, and preliminary analysis, written and oral communications, database, spreadsheet and word processing applications including basic methods of graphic presentations.
2. The job requires the ability to:
 - Effectively meet and deal with the public
 - Exhibit a professional, positive attitude and work ethic
 - Communicate effectively verbally and in writing
 - Show empathy to distressed individuals
 - Think critically and apply sound judgement
 - Handle confidential information with discretion and professionalism
 - Maintain complex filing systems
 - Handle stressful situations
 - Work extra hours as required
 - Establish and maintain effective working relationships with management, employees, clients, and the public
 - Organize and prioritize work assignments

- Speak, read and write English.
- 3. Ability to collaborate and contribute to a close knit, supportive team environment and work with people and organizations of diverse backgrounds, experiences and cultures.
- 4. Successful completion and application of assignment-specific trainings including but not limited to: medical billing processes, vaccine management and communicable disease investigations in addition to county required trainings.
- 5. Current CPR with AED certification
- 6. Valid driver's license, daily access to personal vehicle and driving skills.
- 7. Essential skills include: Confidentiality; Communication skills – written and verbal; Customer service orientation; Integrity; Prioritizing, planning and organizing; Problem assessment and problem solving; Information gathering and monitoring; Attention to detail and accuracy; Flexibility & adaptability; Teamwork oriented

Equipment Used:

Including but not limited to computer, calculator, copier, telephone/voicemail, fax, computer programs (e.g. Outlook, Excel, PDF, Word and various programs utilized by the public health system.)

Physical Demands and Working Conditions: The demands and conditions described here are representative of those the employee must meet to perform the essential functions of the job.

Work Environment

- Work is conducted primarily indoors; position occasionally requires work to be completed in an outdoor environment with exposure to weather-related heat and cold, rain, wind, and related elements. Position requires travel to several facilities throughout the county. While performing the essential functions of this job the employee may be exposed to potentially infectious body fluids. The employee may work irregular or extended hours. The noise level in the work environment is usually moderate. The environment may be crowded

Physical/Motor Demands:

- The employee is often required to do the following: stand, sit, walk, bend and talk. The employee may be required to carry up to 30 pounds, push or pull wheelchairs in excess of 100 pounds, use fingers/hands for computer use, climb stairs, reach and twist at the neck or waist. Specific corrected vision abilities required include close vision, distance vision, depth perception and the ability to change focus. The employee is required to be able to hear conversations in quiet environments.

Mental Demands:

- While performing the duties of this job the employee may not always perform routine work. The employee frequently exercises flexibility (ability to shift from one task to another.) The employee may seek guidance from supervisor but guidance may not be immediate. The employee frequently works with time constraints, working both alone and as a team member, managing multiple tasks, prioritizing workload and interruptions to work. The employee is frequently involved in social interactions which require oral and written communication.

Reasonable accommodations may be made to enable individuals with disabilities to perform assigned duties.

This job description in no way states or implies that these are the only duties to be performed by this employee. The hired employee will be required to follow any other instructions and to perform any other related duties as assigned. Mineral County Health Department reserves the right to update, revise or change this job description and related duties at any time.

Mineral County is an equal employment opportunity employer. Mineral County shall, upon request, provide reasonable accommodations to otherwise qualified individuals with disabilities.

This job description is intended to reflect core areas of responsibility and an incumbent employees' knowledge and skill set needed to complete those functions. This document is not intended to catalog each individual duty; employees are routinely called upon to address emerging employer requirements in alignment with individual work units and assignments of jobs. The job description does not constitute an employment agreement between the employer and employee and is subject to change by the employer as the needs of the employer change.