

South Heartland District Health Department Job Description

TITLE: Health Surveillance Program Assistant	OCCUPATION: Public Health Administration
AGENCY: South Heartland District Health Department	FLSA STATUS: Non-Exempt
STATUS: Part-time, 15 to 18 hrs per week	DATE: March 2026
REPORTS TO: Health Surveillance Coordinator	WAGE RANGE: \$16.69 - \$22.69

QUALIFICATIONS:

GENERAL: To perform this job successfully, an individual must be able to perform each essential duty satisfactorily and in a manner that is consistent with professional development standards of ethical conduct. The requirements listed below are representative of the knowledge, skill and/or ability required.

MINIMUM QUALIFICATIONS: Graduate from an accredited four year-college or university with major coursework in biology, microbiology, public health, nursing or related field preferred; one year of experience in epidemiology/surveillance, public health data management or related field preferred. Experience and education may substitute for one another. Skilled in making and understanding mathematical and statistical calculations, preparing written reports. Skilled in using Word, Access, Excel, PowerPoint and Outlook.

Must be able to establish and maintain positive working relationships with clients, healthcare providers, community agencies, the general public and other professional personnel. Must be able to adjust schedule to accommodate after hour's needs. Must have working knowledge of Microsoft Office and be able to adapt to new software as they are added. Must have reliable transportation, current driver's license, and current automobile insurance.

CERTIFICATE, LICENSES, REGISTRATIONS:

-- Valid driver's license

JOB SUMMARY/ESSENTIAL FUNCTIONS:

Works under supervision while conducting surveillance of acute and chronic health conditions in the four-county health district, per Nebraska state law. Participates in epidemiological data gathering and analysis and the resulting recommendations for disease control. Reviews written and electronic disease reports and electronic laboratory reports to identify reportable conditions. Investigates diseases, poisonings and organisms that are reportable in the State of Nebraska and assigned in the National Electronic Disease Surveillance System (NEDSS). Supports management activities for epidemiological and surveillance data, including database management.

Under direction, interprets written and verbal public health information requests, formulates definitions, applies standards, and responds regarding disease surveillance data; and for information on the infectious agents, modes of transmission, reservoirs, incubation periods, communicability periods, and control methods. As delegated, acts as resource for consultations on the epidemiology and control measures of infectious diseases. Responds to written and verbal requests for information. Participates in the development of disease surveillance protocols and educational materials: creates and documents data flow charts; data entry procedural manuals; data standards, definitions, minimum datasets; and current case definitions.

Assists in developing effective relationships and networks of communication to promote teamwork and collaboration. Performs other duties as assigned including active participation in response and recovery efforts or supporting role in emergency response.

SPECIFIC JOB DUTIES may include (but are not limited to):

- Conducts health, school and environmental surveillance and community assessment activities.
- Investigates disease outbreaks, communicable diseases, chronic illness conditions, environmental exposures or other adverse health outcomes.

- Utilizes databases, such as NESIIS (immunization), NEDSS (disease), REDCap, state and national health registries and in-house Access-based databases for the management of contacts, disease investigation tracking, and other activities.
- Builds/maintains relationships with appropriate medical, laboratory, and other key stakeholders in all communities in the four-county District. As directed, may serve as a professional liaison to healthcare partners in a variety of settings (hospital, clinic, long term care, pharmacy, schools, and other local health departments), providing technical assistance in areas of testing, diagnosis, treatment, reporting of infections and follow-up procedures, and promoting compliance with evidence-based public health practice.
- Assists Health Surveillance Coordinator to prepare information for public health education on communicable diseases and other health risk subjects. May make oral presentations to other staff, local agencies, and the community. Contributes to updates for surveillance and disease information on the SHDHD website and regular epidemiological reports to stakeholders and decision makers.
- Completes narrative reports, as directed, for monthly/quarterly reporting on program activities, as well as epidemiological correspondence, appropriate or required.
- Supports special projects investigating epidemiological problems or conducting assessments.
- Assists with survey designs and formal evaluations, collects/evaluates data, writes reports on epidemiological results.
- Gathers statistical data as needed or requested and provides technical assistance and support to SHDHD staff in their data needs.
- Documents contacts and activities and keeps other records as needed, including entering and managing case investigation data, and maintains confidential records and files.
- Supports public health emergency preparedness and response staff in planning, exercising plans, and identifying improvement activities, and actively participates in response and recovery efforts.
- Participates in required training, conference calls and meetings.
- Provides cross-training to appropriate SHDHD staff, as required or requested.
- Maintains records to evaluate effectiveness and efficiency of program services. Contributes to the Department's performance management and quality improvement activities.
- Understands and meets (or is working toward meeting) the Core Competencies for Public Health Professionals (Council on Linkages, October 2021).
- Other duties as assigned.

SCOPE OF AUTHORITY: This position does not have supervisory responsibilities.

FINANCIAL: Work within limitations of program budget, being mindful of the need for cost-effective use of resources. Provide data as requested to support financial reporting. Prepare reports and gather documentation for timely program invoicing and program accountability.

SECURITY/ACCESS: This employee will be issued picture identification and a 24/7 agency phone and will understand and comply with agency security/access/confidentiality policies and procedures.

EXPOSURE TO HAZARDS:

General office environment. Will be required to respond into the field in the event of an emergency. Travel within the South Heartland District and to trainings essential. Use of department-rented vehicle and/or personal vehicle in job performance required. Regular travel outside of district for trainings, meetings and conferences. Reliable transportation is required. The employee may need to drive in inclement weather and must have the ability to navigate out-of-town travel. Characteristics described here are representative of those an employee encounters while performing the essential functions of this job. While performing the duties of this position, the employee may be occupationally exposed to outside weather conditions. Although universal precautions will be encouraged, there may be a slight risk that the employee can be exposed to a communicable disease or an unsanitary environment while delivering health services or working on a surveillance activity. The employee may be exposed to a variety of environments when visiting disaster sites, such as high noise levels, dust and pollution, for short periods of time.

PHYSICAL/CRITICAL DEMANDS:

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

This is an office-based position that requires periodic out-of-office work, including public speaking engagements, in-the-field disease investigation activities, and participation in emergency preparedness exercises and real-world response. While performing the duties of this job, the employee is frequently required to sit; walk, stand, and drive; use hands, fingers to handle or feel; reach with hands and arms; and talk and hear. The employee is occasionally required to stand, climb stairs, walk short distances, stoop, kneel, crouch or crawl, or demonstrate physical fitness activities. The employee must regularly lift and/or move up to ten pounds and occasionally lift and/or move 30+ pounds. Specific vision abilities required include those of close vision, distance vision, peripheral vision, depth perception and ability to adjust focus.

ESSENTIAL INTERPERSONAL SKILLS:

- High level skills in public relations, including de-escalation skills.
- Persuasive.
- Ability to work with many types of individuals, businesses and organizations.
- Ability to recognize the need for teamwork and function accordingly.

SCOPE OF CONTACT WITH CLIENT POPULATION:

In the course of performing the duties of this job, the employee may encounter diverse populations including: volunteers, board members, and interested/impacted individuals from preschool to the geriatric age group, from varying cultural and ethnic backgrounds, from diverse regional locations, and from differing service-related sources.

KNOWLEDGE, SKILLS AND ABILITIES:

Knowledge of current public health issues; educational techniques and procedures; infectious disease case confirmation criteria; principles and practices of epidemiology, medical and laboratory terminology, current public health programs, and rules and regulations; epidemiology practices utilized during periods of outbreaks; techniques used to evaluate the effectiveness of information reporting systems; quality assurance measures and techniques. Ability to monitor surveillance information and recognize health problems within the community and hazards to the community; inform and educate the general public concerning infectious disease; understand, organize, manipulate, and maintain complex and confidential data; evaluate and understand laboratory reports and medical records; develop and create presentations of statistical and technical data clearly and concisely; effectively communicate with local health department staff, medical professionals, and clinical laboratory staff; identify ineffective surveillance areas, and recommend and implement improvements; maintain effective working relationships with managers, co-workers, and public and professional groups. Skill in making and understanding mathematical and statistical calculations; preparing written reports and creating effective technical documentation; using Word, Access, Excel, PowerPoint, Outlook. Bilingual Spanish/English language skills and familiarity with Tableau, Qualtrics and REDCap would be helpful.

- Critical thinking and problem-solving skills.
- Surveillance techniques.
- Form and survey development.
- Database development and management.
- Knowledge of public health principles, practices and resources.
- Patient/Client interview skills.
- Collection, collation, evaluation, and dissemination of data, reports, and studies.
- Communication of essential public health issues and concepts to clients, providers, and public.

I have read the above job description and agree to carry out the responsibilities described therein.

Signed: _____ Date: _____

Director: _____ Date: _____