Position Summary: Under the supervision of the Communicable Disease Management Team Lead, this position performs complex public health nursing work in a non-clinical setting. Work involves planning, developing, and coordinating activities for the investigation of and public health response to vaccine preventable diseases. Serves as lead Perinatal Hepatitis B Case Manager for prevention of perinatal hepatitis B infections. May train others. Works under general supervision, with moderate latitude for the use of initiative and independent judgment.

Essential Duties and Responsibilities: Pursuant to the Americans with Disabilities Act, may include the following. Other related duties may be assigned. Job descriptions list the specific tasks to be accomplished by the position the employee is filling at WCCHD. The WCCHD Employee Responsibilities are a set of general expectations for employees about how they should work with each other and the public we serve. Each employee must sign and acknowledge that they have been informed, understand, and agree to abide by these expectations. Violation of these responsibilities may lead to implementation of WCCHD’s disciplinary procedures.

Analytical/Assessment: Vaccine Preventable Disease Investigations
- Investigates and documents at least 90% of reportable confirmed or probable vaccine-preventable disease (VPD) cases within thirty (30) days of initial report to public health in accordance with Texas Department of State Health Services (DSHS) Infectious Disease Control Unit’s Emerging and Acute Infectious Disease Guidelines, NBS Data Entry Guidelines, and current Epi-Case Criteria Guide. Activities under this requirement shall be conducted in accordance with the DSHS Immunization Contractors Guide for Local Health Departments.
- Verifies and enters complete vaccination history in NBS on all VPD investigations with case status of confirmed or probable. Assesses complete vaccination history through ImmTrac, provider offices, school records, or patient records.
- Routinely reviews and follows up on all VPD laboratory reports received, including electronic lab reports (ELRs) sent from DSHS through NBS and Health Alert Network (HAN).
- Provides feedback on any unmet performance measures during each Quarterly Report review.
- Leads investigations of outbreaks of vaccine-preventable diseases including pertussis, varicella and influenza.
- Serves as back up to Communicable Disease Epidemiologist for surveillance for influenza-like illness.

Community Dimensions of Practice: Perinatal Hepatitis B Prevention
- As the Perinatal Hepatitis B Case Manager, works with partners, as appropriate, to assure coordination of activities to prevent perinatal hepatitis B transmission.
- Assures successful achievement of all grant-required activities as defined in the current contract with the DSHS for the prevention of perinatal hepatitis B
- Conducts educational training as described in DSHS contract for hospital and health-care providers within Williamson County to assure maximum surveillance for and prevention of perinatal hepatitis B
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Vaccine Preventable Disease Management Nurse

- Documents all perinatal hepatitis B educational training conducted each quarter on the Education, Training, Information, and Collaborations (EITC) tab of the quarterly report.
- Ensures all labor and delivery facilities in Williamson County develop standing orders and policies for the prevention of perinatal hepatitis B
- Provides all required reports to DSHS on all case managed mothers and infants within timeframes established by DSHS
- Working with the ImmTrac Outreach Specialists, obtains from the provider or ImmTrac the history of the complete hepatitis B vaccine series, or coordinates with Clinical Services at WCCHD for the administration of the vaccine series.
- Working with the ImmTrac Outreach Specialists, obtains from the provider the post-vaccination serology testing results to determine immunity against hepatitis B, or coordinates post-vaccination serology testing by Clinical Services at WCCHD.
- Ensures all household contacts below or equal to 24 months of age are case managed as appropriate to ensure the infant completes the hepatitis B vaccine series and receives post-vaccination serology testing as scheduled. Completes a contact case management form for all contacts under or equal to 24 months of age.

Other
- May participate on WCCHD committees or task forces
- In the event of a public health emergency, employees may be called upon to support WCCHD’s response in ways that are outside the usual scope of their job responsibilities. This may involve working hours that are outside the employee’s usual work hours. Employees will not be required to perform duties that are outside of their competence or professional licensure.

Education, Licensure, Certifications, Experience
- Experience in nursing work
- Graduation from an accredited four-year college or university with major coursework in nursing or from an accredited nursing program is generally preferred. Experience and education may be substituted for one another
- Must be registered as a registered nurse by the State of Texas or a state that recognizes reciprocity through the Nurse Licensure Compact
- CPR certified or willingness to obtain
- Valid Texas driver’s license and access to reliable transportation to all assigned work locations

Knowledge, Skills and Abilities: Must possess required knowledge, skills, abilities, and experience and be able to explain and demonstrate, with or without reasonable accommodations, that the essential functions of the job can be performed without posing a direct threat to health or safety of themselves or others.
- Knowledge of infectious disease epidemiology, signs, symptoms, and laboratory findings, especially vaccine-preventable diseases
- Knowledge of infection control practices and outbreak response measures
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- Knowledge of Texas public health laws, especially those that govern the control and reporting of notifiable conditions
- Ability to work in a collaborative and cooperative manner
- Ability to establish goals and objectives, policies, and procedures
- Ability to gather, assemble, correlate, and analyze facts
- Ability to prepare concise reports and to adapt report to various educational levels
- Ability to prioritize activities and manage multiple responsibilities
- Ability to communicate effectively, both in written and verbal formats
- Ability to speak in public to provide education and training
- Ability to convey health messages persuasively for a positive outcome
- Skill in public health nursing skills, especially disease investigations and specimen collection
- Skill in time management
- Skill in using a computer, including but not limited to Microsoft Office Professional and Microsoft Excel in particular

**Environmental Factors:** Works mostly in a well-lighted, air-conditioned office. May work in various WCCHD offices around the county and in a variety of community locations. Occasional work activities may be outdoors and, therefore, employee will be exposed to heat and cold. May have extensive contact with the public. May have contact with persons who may be infected with contagious diseases. Certain immunizations and/or TB skin test may be required. Non-tobacco workplace.

**Direct Supervisor of:** None

**Location and Hours:** 211 Commerce Cove, Round Rock, TX, 78664; general hours 8:00 am – 5:00 pm, M-F. This position may be subject to travel. Work may require occasional early morning, evening, weekend, and/or holiday hours. Extended hours may be required in the event of a public health emergency.

Participates as part of WCCHD’s 24/7/365 preparedness and response plan.

**Job Performance Evaluation:** The employee will be evaluated at least annually, but more often if performance warrants it.

This description is intended to indicate the kinds of tasks and levels of work difficulty required of the position given this title and shall not be construed as declaring what the specific duties and responsibilities of any particular position shall be. It is not intended to limit or in any way modify the right of management to assign, direct and control the work of employees under supervision. The listing of duties and responsibilities shall not be held to exclude other duties not mentioned that are of similar kind or level of difficulty.
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Job Description Acknowledgement

This Job Description has been reviewed with me by my supervisor and I agree that it accurately reflects my current assignments. I acknowledge that these responsibilities may change over time to accomplish the work of the Health District and that I may be required to assume other responsibilities in the time of public health emergencies.

_________________________________  __________________
Employee Signature                  Date

_________________________________  __________________
Direct Supervisor Signature         Date

_________________________________  __________________
Division Director Signature         Date