



1101 West College Avenue • Spokane, WA 99201-2095 (phone) 509.324.1506 • (fax) 509.324.3604 • (TTY) 509.324.1464

# Health Officer (Part-Time)

\*Spokane Regional Health District is a "Tobacco Free" Workplace

An Equal Opportunity, ADA Compliant Employer  
Veterans and persons of disability encouraged to apply

**EMPLOYMENT BULLETIN:** JOB #17-4

**OPENS:** February 3, 2017

**DIVISION:** Administration

**SCHEDULE:** .75 FTE (30 hours/wk.)

*This registry may also be used for any additional Health Officer positions with similar qualifications which may occur in the next 6 months.*

**SALARY RANGE:** The adjusted annual salary range (based on .75 FTE) for this position is \$112,500 to \$158,298.84 (\$9,375.00 to \$13,191.57 monthly). Placement on the salary range is dependent upon experience. Position includes a comprehensive benefits package.

**REQUIRED APPLICATION DOCUMENTS (incomplete applications or those missing required documents may not be considered):**

- Fully Completed SRHD Application
- Background check form
- Cover Letter
- Resume

**POSITION DESCRIPTION:**

- Enforce local and state public health laws, serving as the chief medical officer for the health district and providing highly complex staff assistance. This position may have supervisory responsibilities.
- This position reports to the Spokane Regional Health District Administrator.

**MINIMUM QUALIFICATIONS:**

<b>Required Education/Experience:</b>
<ul style="list-style-type: none"> <li>• The health officer must have a Master’s in Public Health or its equivalent in accordance with RCW 70.05.051</li> <li>• Prefer Five years directly related public health experience including tuberculosis control.</li> </ul>
<b>Required Licenses:</b>
<ul style="list-style-type: none"> <li>• The local health officer must be an experienced physician licensed to practice medicine and surgery or osteopathic medicine and surgery in this state; and who is qualified or provisionally qualified in accordance with the standards prescribed in RCW 70.05.050 through 70.05.055 to hold the office of local health officer.</li> <li>• Registration with the Drug Enforcement Agency for prescription of controlled substances.</li> <li>• Valid motor vehicle license and current auto insurance</li> </ul>
<b>Other (preferred work outside of the Health District):</b>
<ul style="list-style-type: none"> <li>• Ideally, the Health Officer would work part-time in a clinical setting in the community or have a similar relationship. This work is not paid for by the Health District.</li> </ul>
<b>Required Knowledge, Skills and Abilities:</b>
<ul style="list-style-type: none"> <li>• The local health officer must have knowledge of all pertinent federal, state and local laws, rules, regulations and policies governing public health; epidemiology and disease control; principles of effective leadership; public relations and community organization and collaboration.</li> <li>• The health officer must be able to evaluate health service programs; maintain effective community relations; interpret and comply with applicable local, state and federal regulations; communicate clearly and concisely, both orally and in writing.</li> <li>• Conducts himself or herself in a professional and courteous manner when dealing with the board, the public, community partners and staff. Maintains the highest standards of ethical behavior; and perform such other tasks as reasonably directed by the administrator.</li> </ul>

**For an application form, visit us at <http://srhd.org/health-officer.asp> or contact the office of Human Resource Services by mail or phone. Please see reverse side for additional application information.**

*\*Spokane Regional Health District is a "Tobacco Free" workplace and applicants who use tobacco will not be considered for employment. Further, as part of the application/employment process, you will be required to sign the "Agreement of Non-Tobacco Use for Employment" form.*



# Health Officer (Part-Time)

*\*Spokane Regional Health District is a "Tobacco Free" Workplace*

*An Equal Opportunity, ADA Compliant Employer  
Veterans and persons of disability encouraged to apply*

## MAJOR RESPONSIBILITIES:

### Clinical Care

- Diagnoses and treats active tuberculosis
- Diagnoses and treats latent tuberculosis infection related to active tuberculosis cases.
- Manages complications of TB treatment
- Approves emergency response protocols, such as for safety of staff or during off-site immunization Clinics
- Provides consultation for appropriate screening for tuberculosis in high risk individuals
- Provides consultation for LTBI case management

### Clinical Consultation

- Provides consultation to health care providers on a wide variety of communicable diseases
- Provides consultation to disease investigation specialists who treat sexually transmitted diseases
- Makes recommendations for appropriate immunization strategies
- Reviews documents from a medical and epidemiologic perspective, and provides consultation on epidemiological methods
- Provides standing orders for testing and treatment of and vaccination against communicable diseases with prescription authority
- Authorizes collaborative practice agreements and memorandums of understanding agreements with universities for academic students and volunteers working under medical license
- Provides medical oversight and consultation of communicable disease issues to communicable disease program (ongoing)
- Provides expertise around proactive prevention strategies to reduce disease burden in community
- Utilizes health officer authority for mitigation and control of disease outbreaks using exclusion/closure, isolation, quarantine, mandatory testing, mass treatment or prophylaxis, etc.
- Coordinates with medical schools and nursing as needed.

### Public Health Preparedness and Response

- Provides medical oversight and direction for all outbreaks, natural and environmental disasters, and public health emergencies
- Reviews and approves emergency response plans dealing with medical issues; such as, isolation and quarantine, mass fatalities, and alternative care facilities
- Participates on policy decision committees for emergency response; such as, Emergency Management Operations Group and Disaster Clinical Advisory Committee.

### Environmental and Occupational Safety and Health

- Provides medical clearance for the agency respiratory protection program
- Interprets environmental health data and provides implications regarding health effects
- Recommends appropriate personal protective equipment for occupational exposures

### Vital Records

- Works with health care providers, funeral homes, and vital records staff to ensure appropriate completion of death certificates
- Completes death certificates when no other provider is identified
- Gives presentations to providers on completion of death certificates

### Opioid Treatment Program

- Represents OTP program to health care professionals (episodic)
- Provides input on addiction management of opioid dependency

### Women, Infants and Children (WIC) Program

- Provides oversight and certification for competent professional authorities who perform low risk anemia assessments on WIC clients.
- Provides oversight and consultation to dietitians in the development of high risk care plans.
- Promotes the WIC and nutrition services to the medical community.

*\*Spokane Regional Health District is a "Tobacco Free" workplace and applicants who use tobacco will not be considered for employment. Further, as part of the application/employment process, you will be required to sign the "Agreement of Non-Tobacco Use for Employment" form.*



# Health Officer (Part-Time)

\*Spokane Regional Health District is a "Tobacco Free" Workplace

An Equal Opportunity, ADA Compliant Employer  
Veterans and persons of disability encouraged to apply

## Health Promotion Programs

- Actively participates in promoting healthy behaviors to prevent early onset of chronic disease and injury.
- Champions specific policies, systems, and environmental changes that reduce health disparities and increase healthy behaviors.
- Assists in developing connectivity and collaboration between the health care system and the public health system..

## Communication

- Attends BOH and executive committee meetings; communicates regularly with SRHD Board of Health on all significant public health medical issues occurring in or potentially impacting the SRHD jurisdiction.
- Informs the board of emerging and potential medical public health issues; recommends policy decisions where appropriate to protect and promote public health
- Assures that information is provided to Spokane County populace regarding the causes, nature, risks, and prevention of dangerous or communicable diseases within SRHD's jurisdiction.
- Completes media interviews on risk to the public providing the medical perspective and credibility
- Provides education on the preservation, promotion, and improvement of the population's health

## General

- Participates as regular member of the Executive Leadership Team.
- Maintains health and sanitation supervision over the territory within SRHD's jurisdiction
- Executes action to control and prevent the spread of any dangerous, contagious or infectious diseases that may occur within SRHD's jurisdiction
- Participates in medical community, health professionals, citizen groups, and state/federal committees/groups.
- Attends conferences called by Secretary of Health or representatives
- Monitors health officer expenditures; recommends amendments necessary to conduct health officer duties.
- Performs other tasks as reasonably directed by the Administrator

## Clinical Setting (preferred work outside of SRHD and not paid for by SRHD)

- Working in a clinical setting (or having a similar relationship), develops and builds close relationships with clinical systems to better integrate public health and work together as health reform progresses.

## **ENVIRONMENTAL FACTORS:**

- Work is mostly sedentary, indoors, involving long hours of sitting or standing.
- 4-6 hours/day keyboarding or typing at a computer terminal
- Ability to navigate client sites (unpaved walkways, stairs, narrow hallways, etc.) on an occasional basis
- Communication skills to interact effectively with people
- Comprehend and process verbal communication.
- Visual acuity to read small print
- Ability to bend, twist, stoop on an occasional basis
- Ability to lift or carry up to 30 pounds on an occasional basis.
- Ability to operate a vehicle or otherwise access multiple sites in a timely manner
- Ability to travel throughout the region on a frequent basis
- May encounter high level of stress in dealing with diverse clientele and confrontational issues

*The work environment characteristics described above are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.*

**\*Spokane Regional Health District is a "Tobacco Free" workplace and applicants who use tobacco will not be considered for employment. Further, as part of the application/employment process, you will be required to sign the "Agreement of Non-Tobacco Use for Employment" form.**