

Class Code: 0014
Occ. Area: 12
Work Area: 445
Prob. Period: 6 mo.
Prom. Line: None
Effective Date: 03/15/22

PUBLIC HEALTH RESPONSE SPECIALIST

Function of Job

Employees allocated to this classification perform duties in support of statewide efforts for the prevention and management of a serious public health risk.

Characteristic Duties and Responsibilities

A(n) Public Health Response Specialist typically:

1. greets and checks-in testers, which include but is not limited to verifying identification and completing screening questions;
2. provides testers with required collection specimen supplies, materials and information; accurately labels testing/collection specimen equipment (e.g., testing tube), instructs testers in the appropriate method of self-collection and depository of specimens, and verifies appropriate sample collection;
3. performs set up/tear down tasks related to the daily operation of designated facilities, spaces or locations;
4. identifies and checks in collection specimens for lab processing;
5. prepares, sorts, distributes, inventories and/or stocks supplies, materials, and equipment;
6. collects and transports supplies, material, equipment, and specimens to designated facilities and locations; assist with or oversees routine vehicle maintenance and record logs;
7. adheres to and/or monitors for compliance with safety protocols and mandates including but not limited to: proper and safe handling of bodily fluids and infectious substances; wearing required PPE; ensuring staff and other individuals meet safety requirements for entry and during use of designated facilities, spaces and locations;
8. cleaning and sanitizing spaces, supplies and equipment; disposal of biohazardous waste and material in accordance with regulations;

9. as assigned, serves as a team lead or manager; responsible for facility/unit activities, supervision of staff, schedules and work assignments, compliance oversight, required recordkeeping, etc.;
10. serves as line of communication regarding compliance through various platforms;
11. maintains confidentiality of sensitive information, documents, and/or actions;
12. develops and maintains the list of who needs to be tested;
13. notifies individuals of vaccine and testing requirements;
14. handles inquiries on the process, enforcing compliance with requirements;
15. notifies individuals on isolation and quarantine guidelines;
16. prepares, provides, and maintains proper documentation, as required;
17. performs other related duties as assigned.

MINIMUM ACCEPTABLE QUALIFICATIONS**CREDENTIALS TO BE VERIFIED BY PLACEMENT OFFICER**

1. High school diploma or equivalent.
2. Based on institutional requirements, current/valid State of Illinois driver's license for the type of vehicle(s) to be operated.

KNOWLEDGE, SKILLS, AND ABILITIES (KSAS)

1. Knowledge of principles and processes for providing customer service.
2. Knowledge of relevant equipment; policies, procedures, and strategies to promote safety and security of people, data, property, and institutions;
3. Ability to work collaboratively and communicate effectively as appropriate for the needs of the audience.
4. Ability to exhibit strong organizational skills and maintain detailed, accurate, and records.

5. Ability to follow simple instructions.
6. Ability to exercise discretion in handling sensitive and confidential information.