



**Saguache County Public Health  
PO Box 68, Saguache, CO 81149**

**Saguache County Public Health  
Generalist  
Job Description  
Revised 2019**

**I. Maintain the Public Health Statues as follows:**

**a. Prevention – Immunization**

- i. CIIS; vaccines given entered into data base and maintained
- ii. VFC vaccines; daily recordings, log tag recordings, inventory, refrigerator monitoring, rotation of stock prior to expiration dates, monitoring of transfer equipment
- iii. Quarterly reporting to State
- iv. Monthly Immunization calls
- v. Contact contracted RN (ie from Rio Grande) if immunizations are needed
- vi. Time commitment: dedicated to covering these needs
  1. CIIS – as needed, when RN is contracted, rare
  2. VFC Vaccines
    - a. 1 hour daily in Center, same in Saguache for daily recordings and log tag, etc
    - b. Quarterly reports – 1 hour each quarter
    - c. Monthly IMM calls – 1 hour

**b. Communicable Disease Investigation and Reporting**

- i. CEDRS Data base
  1. Animal bites; dogs, cats
  2. Bats, predominate in Saguache County (Valley View Hot Springs)
  3. Food Borne Illnesses; Restaurants, etc
- ii. TB monitoring; inactive and active cases
- iii. Time commitment: dedicated to covering these needs when they arise
  1. Irregular; can take a full 1-2 days to track down information needed and record same; can go weeks without an incident nurse?

**c. Preventions Grants**

- i. Assist Preventions Grant Coordinator as needed
- ii. Time commitment
  1. 20 (+) hours per week, flexible

**d. Assist Director in the following:**

- i. CHAPS process, meetings with community, data analysis

- ii. Child Fatality reporting and meetings
- iii. Mother Child Objectives
- iv. Time Commitment
  - 1. 5 hours per week, also flexible

**e. Assist Emergency Preparedness and Response Coordinator as back up**

- i. Monthly drills
- ii. Multiple Preparedness plans
- iii. Meetings as appropriate
- iv. Monitor and assist meeting Deliverables of Grant
- v. Time Commitment
  - 1. 5-10 hours per week, flexible

## **QUALIFICATIONS**

### **Education and/or Experience**

#### *Minimum:*

Bachelor's degree from an accredited college or university, preferably in public health, environmental health, emergency management, or a related field.

#### *Preferred:*

At least one year of professional or volunteer work experience involving in any of the following:

- Emergency management and/or planning
- Project management
- Working with grants
- Technical writing or other written communications
- Group facilitation and/or training
- Public health

## **SUMMARY**

This County Public Health position is based in Center, Saguache County and serves the County. Primary activities involve managing the data as described above, as well as assisting the Public Health programs. This person needs to be flexible as incidents come up, and be able to work well with all members of the Staff that are managing their programs.