

## Washington General Service (WGS) Position Description

For assistance completing this form, contact your Human Resource Office or see the [WGS Position Description Guide](#) and [WGS Sample Position Description](#).

Position Information		
Action: UPDATED    Date: 9/7/22    Qualifications Proposed Class	HR Approved Class Title: HSC3	Effective Date: 07/01/2022
Current Class Title: Title: Health Services Consultant-3 (HAIAR Healthcare Training Programs Engagement Coordinator)	HR Approved Overtime Eligible: Yes <input type="checkbox"/> No <input checked="" type="checkbox"/>	Seasonal/Cyclic: Yes <input type="checkbox"/> No <input checked="" type="checkbox"/>
Work Schedule: Full Time <input checked="" type="checkbox"/> Part Time <input type="checkbox"/>	Position Number/Object Abbreviation: 71090842	Salary Range: 56F
Position Included in a Bargaining Unit: Yes <input checked="" type="checkbox"/> No <input type="checkbox"/> If <b>yes</b> , indicate union: WFSE	Assignment Pay: Dual Language <input type="checkbox"/> Other <input type="checkbox"/>	
Incumbent's Name (If filled position): Vacant	Address Where Position Is Located: Home Based (WA state)	
Agency/Division/Unit: DOH/DCHS/OCDE/HAIAR	Supervisor's Name and Title: Bonita Campo, HAIAR Special Projects Supervisor	
Supervisor's Position Number: 71088998	Supervisor's Phone: (564) 999-1160	
Position Objective		
Briefly explain the purpose of the position and how it supports the organization's mission ( <b>attach an organizational chart</b> ).		
<p>The Washington State Department of Health's (DOH) mission is to work with others to protect and improve the health of all people in Washington State. The Office of Communicable Disease Epidemiology (OCDE) is responsible for statewide surveillance and investigation of more than 70 of Washington State's approximately 80 notifiable conditions, including planning and response for public health emergencies involving communicable diseases. These responsibilities align directly with the mission of the agency's Strategic Plan (effective January 2020) which states "The Department of Health works with others to protect and improve the health of all people in Washington state."</p> <p>Within OCDE, the Healthcare-Associated Infections and Antimicrobial Resistance (HAIAR) Section works to prevent HAIs (healthcare-associated infections) and antibiotic-resistant infections. The Strategic Partners Program (SPP) within HAIAR advances the prevention of COVID-19 and other HAIs in Washington state by strengthening connections between the DOH and our external partners, including the higher education institutions, long-term care and other healthcare providers, the US Centers for Disease Control and Prevention and local health jurisdictions (LHJs).</p> <p>This HSC3 position represent the senior level of the professional Public Health Consultant series. The Healthcare Programs Education Coordinator position contributes to this mission by assisting with and leading outreach and educational activity development as part of the Strategic Partners Program. This position is the main point of contact for engagement with higher education institutions and healthcare provider training programs, including recruitment of interns and support to Project Firstline for assessing and implementing infection control curriculum into health professions programs. This position supports program planning and evaluation, develops materials, facilitates meetings, convenes partners and conducts outreach to higher education institutions and healthcare provider training programs for HAIAR projects as assigned. Consults with external and internal partners to provide technical assistance and identify needs for educational outreach. Collaborates with subject matter experts to develop educational materials, maintains tracking tools on project status, documents meeting activities including identification of high-level themes, and conducts quality improvement and evaluative activities. Works in close collaboration with staff across HAIAR, other DOH offices, higher education institutions, healthcare provider training program, the CDC and other state</p>		

agencies on issues related to HAIAR education. This work supports DOH's ELC Strengthening HAIAR Program Capacity (SHARP) grant with the federal Centers for Disease Control and Prevention (CDC).

**Assigned Work Activities (Duties and Tasks)**

Describe the duties and tasks and underline the essential functions. Assign a percentage of time to each duty. Task statements should describe the **action** performed; to **whom or what**; using what **tools, equipment, methods, and/or processes**; and the **final product or outcome**.

For more guidance, see the [Essential Functions Guide](#) and [Examples of Work Statements](#).

<p><b>% of time</b> (Must total 100%)</p>	<p><b>List the assigned work in order of importance, with essential functions underlined.</b></p>
<p>40%</p>	<p><b>Duty:</b> This position contributes to the COVID-19 mission and the Healthcare-Associated Infections and Antimicrobial Resistance Section by acting as the main point of contact for engagement with higher education institutions and healthcare provider training programs (such as nursing, certified nursing assistants, home care aide, prescribing providers, etc).</p> <p><b>Tasks Include:</b></p> <ul style="list-style-type: none"> <li>- <u>Develops and maintains relationships</u> with higher education institutions and healthcare provider training programs integrated into an institution of higher learning including nursing education programs, physician training programs and allied health programs.</li> <li>- Coordinates with healthcare education <u>partners on incorporation of infection prevention principles into training programs.</u></li> <li>- <u>Recruits students and facilitates internships and practicums across HAIAR.</u> Meets with graduate and undergraduate programs in healthcare professions and public health seeking internship and practicum opportunities for students; consults with potential mentors across the HAIAR section; solicits and tracks project activities from across the section; meets with students and conducts matching of students with projects and mentors; tracks student onboarding and offboarding and provides support to students, mentors and school contacts throughout the internships and practicum experiences; coordinates with HR to ensure all paperwork is completed for internships and student staff; maintain contact with students and mentors during the internship to ensure all needs are met.</li> <li>- Coordinates HAIAR educational activities and projects related to educational institutions.</li> <li>- <u>Conducts quality improvement and evaluative activities</u> including review of project goals and progress, requesting stakeholder input ensuring that implementation efforts are aligned with evidence-based practices</li> <li>- <u>Consults with internal and external partners</u> to provide technical assistance to higher education institutions and healthcare training programs</li> <li>- <u>Maintains tracking tools</u> on project activity status and prepares reporting metrics</li> <li>- Supports SPP projects by <u>providing backup for main project contacts</u>, editing and feedback for material development and meeting facilitation as requested</li> <li>- Assists management with <u>program planning, policy, and procedures development</u>, including prioritization of educational outreach efforts, emerging areas for partner engagement and developing objectives for implementation.</li> <li>- Coordinates with higher education institutions <u>to improve educator's access to HAIAR educational resources, with a focus on health equity and language access</u></li> </ul>
<p>30%</p>	<p><b>Duty:</b> This position contributes to the COVID-19 mission and the Healthcare-Associated Infections and Antimicrobial Resistance Section by providing support to Project Firstline for assessing and implementing infection control curriculum into health professions programs.</p> <p><b>Tasks Include:</b></p> <ul style="list-style-type: none"> <li>- <u>Develops and maintains relationships</u> with healthcare provider training programs not integrated</li> </ul>

	<p>into an institution of higher learning, including Certified Nursing Assistant, Medical Assistant, Home Care Aide, and other program types</p> <ul style="list-style-type: none"> <li>- Recruit Certified Nursing Assistant and Home Care Aide programs to incentivize completion of all Project Firstline Washington State Modules by new graduates of these programs</li> <li>- Consults with internal and external partners <u>to provide technical assistance</u> to healthcare training programs</li> <li>- In collaboration with other HAIAR staff, engages with external partners to <u>identify emerging needs for interventions, education, resources, and technical assistance</u> for infection control in healthcare and long-term care</li> <li>- <u>Provides support to quality improvement and qualitative information gathering projects</u> including surveys, focus groups and other</li> <li>- <u>Convenes partners around issues of importance</u> related to healthcare education as assigned, including requesting partners to serve on ad hoc and ongoing committees</li> <li>- <u>Facilitates meetings with partners</u> to ensure good collaboration, mediate conflict and encourage outcome-focused conversations</li> <li>- <u>Documents meeting activities, including thorough notetaking and identification of high-level themes from meetings to improve usability of notes for meeting participants</u></li> <li>- Coordinates with healthcare training programs <u>to improve trainer’s access to HAIAR educational resources, with a focus on health equity and language access</u></li> </ul>
20%	<p><b>Duty:</b> This position contributes to the COVID-19 mission and the Healthcare-Associated Infections and Antimicrobial Resistance Section by developing materials and outreach tools.</p> <p><b>Tasks Include:</b></p> <ul style="list-style-type: none"> <li>- Conducting and presenting a <u>bi-weekly journal article review related to HAIAR topics.</u></li> <li>- Collaborating closely with subject matter experts and external partners to <u>prepare educational materials including presentations, reference documents, reports, webpages, and others.</u></li> <li>- <u>Developing surveys for partner feedback and input, distributing, and analyzing results for surveys and developing mechanisms and materials to share survey results</u></li> <li>- <u>Prepares reports on educational activities for internal and external communication</u></li> </ul>
5%	<p><b>Duty:</b> Conducts public health emergency preparedness epidemiologic activities.</p> <p><b>Tasks include:</b></p> <ul style="list-style-type: none"> <li>- Participates in communicable disease epidemiology preparedness exercises and training.</li> <li>- Provides surge capacity for the communicable disease epidemiology office in responding to public health emergencies.</li> <li>- Provide on-site or in-office coverage capacity for communicable disease epidemiology task force response, including after hours or weekend response</li> <li>- Collaborates with the Public Health Emergency Preparedness and Response (EPR) Program and other DOH programs on planning and response for public health emergencies.</li> </ul>
5%	<p><b>Duty:</b> Performs other duties as assigned.</p> <p><b>Tasks include:</b></p> <ul style="list-style-type: none"> <li>- Provides back-up for day-to-day CDE activities for communicable disease surveillance and investigation as needed.</li> <li>- Conducts special projects or research as needed to study or resolve communicable disease epidemiology issues.</li> </ul>

**Lead Work/Supervisory Responsibilities**

Lead Position: Yes  No        Assigns Work     Instructs Work       Checks Others' Work

Supervisory Position: Yes <input type="checkbox"/> No <input checked="" type="checkbox"/>		<input type="checkbox"/> Plans work	<input type="checkbox"/> Evaluates Performance	<input type="checkbox"/> *Takes Corrective Action
If <b>yes</b> , list each direct report below.		<input type="checkbox"/> *Hires	<input type="checkbox"/> *Terminates	
(*Has the authority to effectively recommend these actions.)				
Class Title of Direct Report(s)		No. of Positions	Work Schedule	
Add information that clarifies this position's lead or supervisory responsibilities: N/A				
Working Relationships				
Level of Supervision received (check one): For more guidance see: <a href="#">Glossary of Classification Terms</a> .				
<input type="checkbox"/> Direct/Close Supervision: Most work is reviewed in progress and upon completion. <input type="checkbox"/> General Supervision: Completed work is spot checked. <input checked="" type="checkbox"/> General Direction: Completed work is reviewed for effectiveness and expected results. <input type="checkbox"/> Administrative Direction: Completed work is reviewed for compliance with budget, policies, laws, and program goals.				
Add information that clarifies this position's interactions with others to accomplish work: This position reports to the OCDE HAI-AR Special Projects Supervisor. This position is primarily involved in the outreach and partnerships component of the COVID-19 response and will regularly interact with relevant DOH programs including the Public Health Outbreak Coordination, Informatics & Surveillance (PHOCIS) Office, Center for Public Affairs, external stakeholders including the Centers for Disease Control and Prevention, the Washington State Department of Social and Health Services and Washington State's 35 local health jurisdictions.				
Continuity of Operations Plans (COOP) Designation – For Disaster or Emergency Recovery				
For more information see: <a href="#">COOP and Critical Positions</a> .				
Is this position critical based on agency COOP? Yes <input type="checkbox"/> No <input checked="" type="checkbox"/>				
If <b>yes</b> , describe how the position supports the agency COOP Critical Functions:				
Working Conditions				
Work Setting, including hazards:	The position is home-based and occasionally commutes to the Shoreline Public Health Lab and to other sites as assigned for participation in work-related meetings and presentations. Work is performed almost exclusively indoors in an office or home environment. Exposure to hazards is limited to those commonly found in government or home office environments. The work setting may involve telecommuting from a home or other approved off-site location.			
Schedule (i.e., hours and days):	Standard business hours are 40 hours/week: Monday – Friday from 8 a.m. to 5 p.m., but the incumbent may be expected to adjust the work schedule to meet business needs. A flexible work schedule will be considered at the incumbent's request, subject to supervisory approval.			
Travel Requirements:	Some travel is required, and is typically local or regional, to meet with clients, conduct business, or attend or provide training.			
Tools and Equipment:	Duties require the use of standard office furniture and equipment (e.g., desk, filing			

	cabinet, computer, printer, telephone, fax machine, copy machine, etc.)
Customer Interactions:	Frequent contact (likely daily) with clients.
Other:	

**Qualifications**

List the education, experience, licenses, certifications, and competencies (knowledge, skills, abilities, and behaviors).

**Required Qualifications:**

**Option 1:** A Master's degree in public health, health care administration, public or business administration, or a closely allied field; **and** experience working with a Washington state higher education institution; **and** experience in public health and/or healthcare provider training programs, or long-term care based healthcare worker training programs.

**Option 2:** A Bachelor's degree in public health, health care administration, public or business administration, or a closely allied field; **and** one (1) or more years of experience working with a Washington state higher education institution; **and** experience in public health, or healthcare provider training programs and/or long-term care based healthcare worker training programs.

**Option 3:** Three (3) years of experience working with a Washington state higher education institution; and experience in public health, or healthcare provider training programs and/or long-term care based healthcare worker training programs.

**Preferred/Desired Qualifications:**

- Experience with public health planning and knowledge of healthcare-associated infections issues
- Experience working with long-term care or healthcare facilities and organizations
- Experience recruiting students and facilitating internships and practicums.
- Ability to interact effectively with persons from diverse cultural, socioeconomic, educational, and professional backgrounds and persons of all ages and lifestyle preferences
- Demonstrated experience working effectively and cooperatively with others in a team environment
- Strong facilitation, coordination, and organizational skills.
- One (1) year of experience working in public health.

**Special Requirements/Conditions of Employment**

List special requirements or conditions of employment beyond the qualifications above.

Resident of Washington state

**In-Training Plan, If Applicable**

**Acknowledgement of Position Description**

The signatures below indicate that the job duties as defined above are an accurate reflection of the work performed by this position.

Date: 8/18/22	Supervisor's Signature (required): /s/ Bonita Campo    /s/Sara Podczervinski    /s/Vivian Hawkins	
Date: 8/22/2022	Appointing Authority's Name and Title: /s/Angi Miller, Deputy Assistant Secretary	Signature (required): /s/Angi Miller

**As the incumbent in this position, I have received a copy of this position description.**

Date:	Employee's Signature:
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**Position details and related action have been taken by Human Resources as reflected below.**

For Human Resource/Payroll Office Use Only						
Approved Class Title: <b>HSC3</b>		Class Code: <b>283J</b>		Salary Range: <b>56</b>		Effective Date: <b>07/01/2022</b>
Pay Scale Type: <b>01 Classified Gov</b>		Job Analysis On File? Yes <input type="checkbox"/> No <input checked="" type="checkbox"/>		Position Type (Employee Group): <b>Project Competitive</b>		EEO Category: <b>Professionals</b>
Employee Sub-Group: <b>01 Exception Monthly</b>		Position Retirement Eligible: Yes <input checked="" type="checkbox"/> No <input type="checkbox"/>		Position is: Funded <input checked="" type="checkbox"/> Non-Funded <input type="checkbox"/>		Workers Comp. Code: <b>5300</b>
County Code: <b>Homebased</b>		Business Area: <b>3030</b>		Personnel Area (FEIN):		
Position Eligible for Telework Yes <input checked="" type="checkbox"/> No <input type="checkbox"/>				Position Eligible for Flextime Yes <input checked="" type="checkbox"/> No <input type="checkbox"/>		
Position Eligible for Compressed Workweek Yes <input checked="" type="checkbox"/> No <input type="checkbox"/>				Unique Facility Identifier (UFI) For more information see: <a href="#">UFI Search Feature</a>		
Cost Center Codes						
COST CENTER	PCT. (%)	FUND	FUNCTIONAL AREA	COST OBJECT	AFRS PROJECT	AFRS ALLOCATION
Date: <b>07/07/2022</b>		HR Designee's Name: <b>Serina Lopez Diaz</b>		HR Designee's Title: <b>HRC3</b>		HR Designee's Signature: <b>/s/ Lopez Diaz, Serina (DOH)</b>
Date:		Budget Designee's Name:		Budget Designee's Title:		Budget Designee's Signature: