

Public Health Department Sample Job Description

HIV/STI Disease Intervention Specialist (DIS)

Position Summary:

The HIV/STI Disease Intervention Specialist (DIS) is responsible for preventing the spread of HIV and STI. The Disease Intervention Specialist investigates reported, suspected, and potential cases of HIV/STI. This position coordinates, plans, directs, and conducts surveillance, contact tracing, client and community education, case investigations/partner services, and follow-up of HIV/STI reported cases.

Essential Duties:

- Utilizes information from the state Electronic Data Surveillance System in accordance with department and State guidance.
- Plans, prepares, and conducts field case work.
- Collects blood, urine, and extra genital specimens for testing according to protocols for the purpose of identifying individuals with HIV/STI.
- Conducts post-test counseling and partner services for positive HIV test results in accordance with the Centers for Disease Control and Prevention (CDC) guidelines to ensure that clients are aware of their HIV status.
- Conducts contact tracing.
- Conducts investigative follow-up of high priority clients identified for Preexposure Prophylaxis (PrEP) and assures these clients are referred and linked to services in accordance with HIV Program guidance.
- Collaborates with community service providers to ensure entry to needed services and continuity of care.
- Provides medical, social, and prevention intervention service referrals and linkages for STI, high-risk HIV negative, and HIV positive clients in accordance with CDC and HIV/STI Program guidelines.
- Distributes department-approved educational materials and reporting requirements related to HIV/STI and related conditions to hospitals, health care personnel, and other community partners.
- Provides recommendations to organizations and agencies on HIV/STI disease treatment based on current CDC Treatment Guidelines.
- Documents all relevant HIV/STI activities on assigned investigations in required reporting formats, including, but not limited to surveillance and partner services investigative activities, testing information, contacts and suspects initiated for follow-up, investigative notes, risk assessments, and client interventions to meet CDC performance measures.
- Responsible for completing and transmitting timely and complete HIV case reports, HIV testing data, and partner services data through the appropriate systems.
- Exchanges client HIV-related information in compliance with data security and confidentiality policies.
- Identifies client barriers to needed interventions and coordinates solutions.
- Provides CD4 and viral load testing services for clients who have no means to pay for the testing, or in situations where testing facilitates timely linkage to care in accordance with HIV Program guidance.
- Verifies clients' receipt of services from medical or community resources.
- Provides community health education presentations and serves as an information resource.
- Alerts the HIV/STI DIS Supervisor to media requests for information and potential media news items related to HIV/STI.
- Assists HIV/STI DIS Supervisor train and mentor newly hired staff.
- Performs related work as required.

The above statements reflect the general duties considered necessary to describe the principal functions of the job and shall not be considered as a detailed description of all the work requirements that may be inherent in the job.

Core Competencies for Public Health Professionals:

The Core Competencies for Public Health Professionals contain 56 competency statements that apply across the public health workforce for all those engaged in the practice of public health. All of the Core Competencies are vital for the effective provision of public health activities. While the person in this position may be called on to demonstrate other Core Competencies, below is a list of the most essential for this position.

- 1.1. Describes factors that affect the health of a community.
- 1.2. Accesses existing quantitative and qualitative data.
- 1.3. Collects quantitative and qualitative data.
- 1.6. Uses quantitative and qualitative data.
- 2.2. Implements policies, programs, and services.
- 3.2. Communicates with internal and external audiences.
- 3.3. Responds to information, misinformation, and disinformation.
- 4.1. Applies principles of ethics, diversity, equity, inclusion, and justice.
- 4.3. Recognizes the diversity of individuals and populations.
- 4.5. Implements organizational policies, programs, and services to achieve health equity and social and environmental justice.
- 5.1. Describes conditions, systems, and policies affecting community health and resilience.
- 5.2. Establishes relationships to improve community health and resilience.
- 5.3. Maintains relationships that improve community health and resilience.
- 5.4. Collaborates with community members and organizations.
- 7.10. Applies critical thinking in decision making.
- 8.5. Responds to emerging needs.

Qualifications:

- Bachelor's degree in public health, health education, biological science, health science, social science, or a closely related field.
- Two years of experience in public health inspections and investigations, preventive health programs, or as a public health nurse or an equivalent combination of education and experience.
- Knowledge of infectious diseases including HIV/STI and their treatment preferred.
- Current CPR/First Aid certification.
- Bilingual (English/Spanish) a plus.

Required Knowledge, Skills, and Abilities:

- Knowledge of communicable diseases, especially sexually transmitted infections and tuberculosis.
- Knowledge of laws and regulations governing public health disease intervention practices.
- Knowledge of theories, principles, and practices of disease intervention their application in community health and clinic settings.
- Knowledge of medical terminology and appropriate abbreviations.
- Knowledge of modes of transmission, diagnosis, disease characteristics, treatments, and prevention and control strategies for communicable diseases.
- MS Office, databases, and on-line data management platforms skills.



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- Verbal and written communication skills.
- Customer service skills.
- Organizational skills.
- De-escalation skills.
- Motivational skills.
- Ability to deal tactfully with sensitive public health and medical topics.
- Ability to educate and explain medical and health information in a clear and concise way.
- Ability to put members of the public at ease.
- Ability to work as a member of a team.
- Ability to interact appropriately and effectively with a wide range of people.
- Ability to maintain and handle confidential information.
- Ability to prepare and maintain good nursing records and reports.
- Ability to follow protocol, procedures, and established guidelines.
- Ability to adapt to changing circumstances and needs.
- Ability to manage a demanding and changing workload.
- Demonstrated strong work ethic.

Physical Demands:

- Alternating between standing and sitting.
- Climbing stairs.
- Driving.
- Fine motor manipulation.
- Hearing.
- Keyboarding.
- Near visual acuity.
- Peripheral visual acuity.
- Reaching overhead or below.
- Sitting.
- Speaking.
- Walking or standing.

The Health Department is an equal opportunity employer.

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