



LAKE COUNTY GOVERNMENT CENTER
2293 NORTH MAIN STREET
CROWN POINT, IN 46307

(Internal / External)

Department: Lake County Health Department, 2900 W. 93rd Avenue, Crown Point, IN 46307

Position: Tuberculosis Surveillance Liaison (**HFI – Health First Indiana**)

Classification: Full Time

FLSA: Non-Exempt

Direct Reports: Administrator, Nursing Supervisor

Salary: \$48,000

The position of Tuberculosis Case Manager consists of the following major performance dimensions.

Duties and Responsibilities

- Monitors exposed cases and manages and administers medications
- Acts as the liaison between the patient, families and physician(s)
- Collects information, monitors and reviews symptoms with patient and families
- Assists with forms and scheduling for testing
- Informs patients and families about TB
- Performs routine sputum collections
- Delivery of medication if necessary

Skills and Qualifications

- Strong communication, including writing, speaking and active listening
- Great customer service skills, including interpersonal conversion, patience and empathy
- Good problem-solving and critical thinking skills
- In-depth knowledge of industry best practices
- Basic math, bookkeeping and accounting skills
- Organization, time management and prioritization abilities
- Ability to be discreet and maintain the security of patient or customer information
- Effective computer skills to input to use bookkeeping and account management software in a timely and efficient manner
- Understanding of industry-specific policies, such as HIPAA regulations for health care

Education Requirements

- R.N. or L.P.N. minimum

Other Essential Duties and Responsibilities:

- **Field Work (Direct Observed Therapy)**
 - a. DOT (Direct Observation Therapy) and delivery of medication in some rare situations
 - b. Insures that exposed cases are taking preventative medication (Chemoprophylaxis).
 - c. Administers medication.
 - d. Reviews symptoms of case with patient and families and reports to physician.
 - e. Teaches patients and families about TB.
 - f. Performs sputum collections.
 - g. Insures that positive cases are taking medication.
 - h. Delivers medication to people who cannot get it any other way. Possibility in future work instances; currently handled by ISDH

- **Contact Investigation Screening**
 - a. Receives requests to test groups for TB to determine original case.
 - b. Collects information on particular cases.
 - c. Schedules appointments for testing.
 - d. Collects consent forms for testing from supervisors.
 - e. Administers Mantoux and blood draws for QuantiFERON – TB Gold tests.
 - f. Schedules second appointment to read test results.
 - g. Investigates cases that are inconsistent or non-compliant.
 - h. Refers patients to appropriate physicians based on insurance, income, and need.

- **Case review and Investigation**
 - a. Investigates steps of contact to determine original infection source.
 - b. Reviews reports to insure completeness.
 - c. Compares inconsistent files with source file and makes corrections.

- **Education**
 - a. Collects educational materials from the Indiana State Health Department and Center for Disease Control and distributes to reported cases.
 - b. Distributes materials and hosts educational sessions for medical professionals.
 - c. Attends Association for Practitioners of Infection Control (APIC) meetings.
 - d. Attends seminars for Outreach Programs.

- **Document Preparation and Processing**
 - a. Prepares various correspondence to medical professionals regarding reported cases.
 - b. Prepares quarterly report for HFI Manager & ISDH.
 - c. Maintains files of all reported cases.
 - d. Receives informational faxes from physicians and State Health Department.

- **Other Duties as Assigned**

PHYSICAL REQUIREMENTS OF THE POSITION:

Must be physically capable of performing duties. Position requires full use of arms, hands, and legs.

RESPONSIBILITY FOR RESULTS:

Work should be done on a consistent basis to the satisfaction of supervision, management.

KNOWLEDGE/SKILLS:

Proficiency in Microsoft Office Suite and other business-related software, professional written and verbal communication skills.

SPECIFIC SKILLS INCLUDE:

Work cohesively with peers, supervisors, staff, and the general public.

All Resumes and applications must be sent to the Human Resources Department of Lake County

**Attn: Human Resources
2293 North Main Street
Crown Point, IN 46307**

Application are located on the 3rd floor of Government Center in the Human Resources