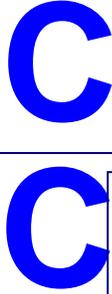




**CAYUGA
COUNTY**

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Rabies



An Equal Opportunity - Affirmative Action Employer

CIVIL SERVICE

TITLE:	RABIES COORDINATOR PT
JURISDICTIONAL CLASS:	COMPETITIVE
CIVIL DIVISION:	PUBLIC HEALTH DEPARTMENT
ADOPTION: CSM	1/13/2016
REVISED: CSM	

DISTINGUISHING FEATURES OF THE CLASS:

This is a technical position involving responsibility for responding to reported animal bites and potential exposure to rabies. Makes the determination if the exposure meets New York State Department of Health protocol, and if so, makes referrals to appropriate health care provider.

TYPICAL WORK ACTIVITIES: (Illustrative Only)

- Discusses potential rabies exposure with exposed individual, provides information to individuals on seeking medical attention;
- Makes referrals to appropriate health care providers and follows up with providers to verify that exposed person(s) have completed appropriate rabies post-exposure treatment;
- Obtains information from providers regarding treatment provided and follows up in writing with non-compliant exposed individuals;
- Arranges for submittal of rabies specimens to lab for testing and forwards results to exposed person(s) and their medical provider;
- Enters required information regarding exposed persons or potentially infected animals into the New York State database;
- Ensures that biting domestic animals are adequately confined;
- Follows up with designated health staff to ensure that 10 day checkup is completed and the domestic animal is still healthy and not infected with rabies;
- Notifies bitten person of confinement outcome;
- Contacts insurance companies and healthcare providers regarding financial coverage of rabies post-exposure treatment;
- Contacts owners of domestic animals potentially exposed to rabies regarding rabies vaccine boosters or quarantine requirements;
- Answers questions from health care providers regarding rabies exposures and post exposure treatment;
- Provides education to the public regarding rabies.

FULL PERFORMANCE KNOWLEDGES, SKILLS, ABILITIES, & PERSONAL CHARACTERISTICS:

Ability to deal with difficult people in a patient, clear and polite manner;
Computer literacy including ability to use departmental and state computer software programs;
Good writing, communication and organizational skills;
Good professional judgement, tact and courtesy;
Ability to obtain an understanding of technical guidance and advisories developed by the NYS Department of Health and the US Centers for Disease Control and Prevention regarding the prevention of human rabies;
Ability to be available via telephone after hours, as needed.

MINIMUM QUALIFICATIONS:

- (A) Possession of a Bachelor's Degree with specialization in either Natural Sciences, Health Sciences, Public Health or related field; OR
- (B) Registered Nurse in New York State at time of appointment AND (1) year of work experience in a health setting.

SPECIAL REQUIREMENT:

Certain assignments made to employees in this class will require reasonable access to transportation to meet field work requirements made in the ordinary course of business in a timely and efficient manner. Operation of county-owned vehicles requires employees to possess a current valid New York State Motor Vehicle operator's license.