

## **TUBERCULOSIS CONTROL TECHNICIAN**

**DEFINITION:** Under general supervision, performs paraprofessional technical work of moderate difficulty performing tests, examinations and care of tuberculosis patients; administers superficial skin injections; provides intermittent therapy; performs related work as assigned.

**ESSENTIAL FUNCTIONS:** This list is ILLUSTRATIVE ONLY and is not a comprehensive listing of all functions and tasks performed by incumbents of this class.

### **TASKS:**

Utilizes the subjective, objective, assessment, plan (SOAP) charting method to enter client data into patient care component system and transmits to medical records department; provides direct observed therapy, makes home visits to clients with a diagnosis of active tuberculosis disease to observe as they consume their prescribed anti-tuberculosis medication, checks for signs of complications; conducts monthly chest clinic with medical officer; counsels client regarding medication; assesses problems; translates for medical officer.

Conducts chart audits to determine probable candidates for therapy and to identify health risk factors; maintains familiarity with individual client treatment status to determine type of follow-up care needed (e.g. lab work, x-ray, specimen collection, medication refills, discharges.); makes home visits or locates clients in the community pursuant to referrals for irregular compliance, risk of developing medication side effects, chest clinic recalls, or to conduct contact investigations; delivers appointment and lab slip to client.

Reports newly identified cases; contacts new cases or client's family and extended family needing skin test; places family members under age 15 on appropriate preventive therapy treatment; performs group presentations on tuberculosis disease and treatment options; prepares and submits reports; maintains strict confidentiality of records; maintains annual contracts with service agencies by ensuring all documents are in proper order; performs secretarial and clerical duties (e.g. typing, filing, compiling reports, scheduling appointments, sending out recall letters); attends training and staff meetings.

### **KNOWLEDGE, SKILLS AND OTHER CHARACTERISTICS:**

Knowledge of the various methods of providing medications to tuberculosis clients.

Knowledge of the principles and practices of counseling.

Knowledge of the principles of epidemiology.

Knowledge of the confidentiality of records, files, and other personal information.

Knowledge of applicable Navajo Nation rules and regulations of counseling services.

Skill in active listening to obtain accurate assessments of clients and their emotional needs.

Skill in analyzing data and drawing valid conclusions.

Skill in assessing the emotional needs of a client.

Skill in interacting with people from differing social, economic, cultural, and emotional places in their lives.

**PHYSICAL REQUIREMENTS AND WORK ENVIRONMENT:** Work involves moderate to intense interaction with tuberculosis patients.

### **MINIMUM QUALIFICATIONS:**

- A high school diploma or GED with additional coursework in Health, Public Health, or related field; and three (3) years of experience providing care to tuberculosis patients/clients.

THE NAVAJO NATION

Class Code: 3797  
Community Education and Counseling Series  
Community Health Group  
Overtime Code: Non-Exempt  
Pay Grade: 59

### **TUBERCULOSIS CONTROL TECHNICIAN**

#### **PREFERRED QUALIFICATIONS:**

- An Associate's degree in Public Health or related field.
- Two (2) years of experience implementing principles of epidemiology or patient care.
- Phlebotomy Certificate.

#### **SPECIAL REQUIREMENTS:**

- A favorable background investigation.
- Possess a valid state driver's license.

#### **Supplemental Information:**

Incumbents hired in this position must: obtain a Navajo Nation Vehicle Operator's Permit within 90 days of date of hire.

Depending upon the needs of the Nation, some incumbents of the class may be required to demonstrate fluency in both the Navajo and English languages as a condition of employment.