



**EMPLOYMENT OPPORTUNITY  
COMMUNICABLE DISEASE COORDINATOR  
FULL TIME- EXEMPT**

**Communicable Disease Nurse Coordinator Responsibilities:**

- Leads staff nurses and paraprofessionals, as directed by the Community Health Services Director, through disease outbreak investigations, and functions of preparedness and implementation of communicable disease surveillance, control, and prevention.
- Monitors and provides case management services to individuals with communicable diseases such as tuberculosis, HIV, Hepatitis, STIs. Assesses health status and plans treatment regimens using established medical protocols and prevention control measures set forth per State policy and guidelines.
- Provides guidance to and facilitates trainings for new Communicable Disease Program staff, students, interns, and preceptors to become familiar with Diseases Control and Prevention programs and activities.
- Develops, maintains, and updates Communicable Disease Program protocols and procedures, and adheres to all policies associated with the Communicable Disease program.
- Prepares and provides records and reports of an operational, professional and, occasionally, research nature.
- Exercises discretion and judgement to prepare and provide educative information to clients and the public on matters pertaining to community health as directed by the Community Health Services Director.
- Provides support for non-communicable-disease-related Community Health Services programs and services as needed.

**Schedule:**

- 8:30 AM - 4:30 PM Monday, Wednesday, Thursday, and Friday. 11:00 AM - 7:00 PM Tuesday.

**Benefits:**

- Base Salary \$56,000
- 13 Paid Holidays per year.
- Paid Vacation Time - accrued each month, available for use immediately, increases incrementally with years of service.
- Paid Sick Time - 6 hours accrued each month, available for use immediately, unlimited carryover each year.
- Paid Personal Time - 40 hours annually, complies with Illinois Paid Leave Act.
- Group Health Insurance - Blue Cross/Blue shield, HMO & PPO options available for employees & family members.
- Dental Insurance - available for employees and family members.
- Vision Insurance - available for employee and family members.
- Illinois Municipal Retirement Fund (IMRF) Pension Plan with voluntary additional contributions. Eligible to receive an IMRF regular plan pension (vesting) after 10 years of service.
- Employer sponsored Life Insurance - employee only coverage.
- Employee sponsored Life Insurance - available for employees and family members.
- AFLAC benefit options.
- Legal Shield & Identity Theft Shield benefit options.
- Employee Assistance Program.
- Professional development encouraged; time allocated for training.
- This position qualifies for the Federal Public Service Loan Forgiveness Program

**Qualifications/Skills:**

- Positive, cooperative, and professional attitude.
- Excellent communication and interpersonal skills.
- Reflects experience/interest in the culturally diverse population that the health department serves.

**Education, Experience, and Licensing Requirements:**

- Illinois licensed Bachelor of Science of Nursing required.
- Minimum of one (1) year of experience in communicable disease surveillance, response, and prevention work, to include the provision of client-centered disease prevention counseling, preferred.
- Public health experience preferred.
- Valid Illinois Driver's License.
- Ability to pass background check.

**To Apply:**

Interested candidates should please e-mail their cover letter and resume to Lorena Corral at [lcoral@kendallcountyiil.gov](mailto:lcoral@kendallcountyiil.gov). Or feel free to give us a call at 630-553-8053 to learn more about working at the Kendall County Health Department, an Equal Opportunity Employer.

Cover Letter and Resumes accepted until filled.