

POSITION DESCRIPTION

Department: Quality	
Title: Employee Health & Infection Prevention Coordinator	
Date Created: 11/19/2025 Next Review Date: 11/19/2026	Reports to: Executive Director of Quality, Patient Safety & Risk; Employee Health Nurse; Infection Preventionist Approved by:  Shawn O'Connell, 2025 08-06-10 PST (Administrative Dept. Signature)

POSITION STATUS: ☒ Hourly ☐ Salaried

POSITION SUMMARY

The Infection Prevention and Employee Health Coordinator supports the day-to-day operations of the Infection Prevention and Employee Health programs. This role is responsible for assisting with data entry, health record maintenance, regulatory tracking, fit testing coordination, onboarding activities, vaccine compliance, and surveillance follow-up. The Coordinator plays a key role in promoting staff safety, regulatory compliance, and timely response to infection-related events.

DUTIES & RESPONSIBILITIES

Employee Health

- Coordinates and assists with new-hire health screenings, vaccinations, fit testing and TB testing.
- Schedules and tracks annual employee health requirements, including flu clinics, fit testing, and mandatory screenings.
- Maintains employee health records in accordance with regulatory and organizational standards.
- Provides initial follow-up for employee injuries, exposures, and illnesses, escalating to the Employee Health Nurse as needed.
- Communicates reminders and compliance requirements to staff and managers.
- Participates in root cause analyses and quality improvement initiatives that support safe workplace practices.

Infection Prevention

- Assists with routine surveillance for healthcare-associated infections (HAIs) and communicable diseases.
- Help manage data in infection surveillance systems (manual or software-based).
- Collects and compiles data for infection control reports, audits, and regulatory submissions.
- Supports monitoring activities such as hand hygiene observations, cleaning/disinfection audits, and isolation compliance.
- Provides education materials and assists with staff training on infection prevention practices.
- Assists with outbreak response, contact tracing, and communication to staff during public health events.
- Support reporting to NHSN, CDC, and DOH under supervision of Infection Prevention Nurse.
- Assists with coordination and preparation of Infection Prevention and Control committee and sub-committees (e.g., Water Management Committee).

Cross-Functional Duties

- Maintains logs, forms, and databases related to employee health and infection prevention.
- Assists with policy and procedure updates, ensuring staff access to current information.
- Coordinates scheduling, communication, and logistics for clinics, trainings, and committee meetings.
- Serves as a point of contact between Employee Health, Infection Prevention, and other hospital departments.
- Participates in hospital safety and quality improvement initiatives.
- Performs other related duties as needed to support the team.

QUALIFICATIONS**Education:**

High school diploma or equivalent required; Associate degree in healthcare field preferred.

Experience:

At least 1 year in a healthcare setting required; experience in employee health, public health, infection prevention, or occupational health preferred.

Licensure/Certification:

Medical Assistant, CNA, EMT, or similar credential preferred but not required. Willingness to complete additional training in infection prevention and employee health required.

Skills:

- Strong organizational and multitasking skills.
- Effective communication and teamwork abilities.
- Basic clinical skills (immunizations, TB testing, fit testing) preferred.
- Proficient in Microsoft Office and able to learn electronic health systems.
- Ability to maintain confidentiality and professionalism at all times.



Our Values

The Values at Lake Chelan Health provide fundamental guidance to all staff in creating an exemplary patient experience and a wonderful environment for staff to care for our community. The Values of Lake Chelan Health ensure we consistently meet our Mission: *To Provide the highest quality healthcare with compassion and respect to the community we serve.* The Values at Lake Chelan Health Support our just culture – one of an accountable organization, that develops strong systems, treats all staff with respect and equity, and encourages employees to take responsibility for their choices while reporting errors and system vulnerabilities. Our values guide the way we interact with our employees across all levels and disciplines – framing the way we interact with our patients.

Vision: To improve community health and make our region a better place to live.

Mission: To provide the highest quality healthcare with compassion and respect to the community we serve.

Values: Relationships, Integrity, Compassion, Respect, Excellence

Relationships

We hold relationships as a foundational value for all interactions. We seek first to understand in all relationships- patients, coworkers, and our community.

At Lake Chelan Health we will:

- Place the highest value on developing and maintain sincere relationships with those we interact with.
- Expect more from ourselves than we expect from others.
- Empower each other to carry out tasks and actions.
- Foster growth and improvement in our peers and our teams
- Include those closest to the problem when making decisions.
- Create a working environment that encourages working to the "top of one's license"
- Seek to create a working environment that we enjoy, and patients trust.

Integrity

We demonstrate strong behavioral and ethical standards. We are accountable to our patients, our peers, and our community to these high standards in all our actions.

At Lake Chelan Health we will:

- Always do the right thing for our patients and their families.
- Work to earn the trust of those we serve.
- Communicate in an open and honest manner with the highest of ethical standards.
- Trust others while seeking, allowing, and expecting open and honest feedback.

Compassion

We treat every interaction with compassion, valuing every experience and story that our patients and their families bring with them. We seek to heal the whole person.

At Lake Chelan Health we will:

- Treat each patient, family, and caregivers with kindness and caring.
- Be respectful and understanding of the needs of our diverse community.
- Treat all of those we serve with humility, equity, and understanding.
- Provide care with grace and humanity.

Respect

We place a priority on equality and inclusion on a daily basis, honoring the dignity and worth of each individual.

At Lake Chelan Health we will:

- Honor our differences, regardless of issue.
- Celebrate the accomplishments of those we work with.
- Interact with humility and understanding.
- Be open minded and appreciate the perspectives and life experiences of all.
- Acknowledge and celebrate diversity in our community and our organization.
- Encourage transparency – encourage constructive identification of problems and take concerns directly to those involved.
- Communicate expectations clearly, dealing with content not assumptions.

Excellence

We demonstrate a full commitment to providing the highest level of quality and value in all aspects of our work, including operational, clinical, governance, financial, and relational.

At Lake Chelan Health we will:

- Expect quality and excellence for ourselves and those we interact with.
- Exemplify a just culture by focusing on improving systems – and treating staff equitably.
- Report errors, systems issues and provide solutions to improve, and not blame.
- Seek opportunities for continuous improvement in all our works.
- Use education and training as the foundation for improvement.

PHYSICAL REQUIREMENTS ANALYSIS

Department:

Job Title:

Mark all responses using the following codes:

N = Never

O = Occasionally, represents 1 to 33% or 1 to 2 hours of an 8-hour workday

F = Frequently, represents 34 to 66% or 2.5 to 5.5 hours of an 8-hour workday

C = Continuously, represents 67 to 100% or 6 to 8 hours of an 8-hour workday

N	O	F	C	PHYSICAL ACTIVITY
☐	☐	☒	☐	Walking
☐	☐	☒	☐	Sitting/Standing
☐	☒	☐	☐	Reaching: Shoulder Height
☐	☒	☐	☐	Above Shoulder Height
☐	☒	☐	☐	Below Shoulder Height
☒	☐	☐	☐	Climbing
☐	☒	☐	☐	Pulling/Pushing: 25 pounds or less
☐	☒	☐	☐	25-50 pounds
☒	☐	☐	☐	Over 50 pounds
☐	☒	☐	☐	Lifting: 25 pounds or less
☐	☒	☐	☐	25-50 pounds
☒	☐	☐	☐	Over 50 pounds
☐	☒	☐	☐	Carrying: 25 pounds or less
☐	☒	☐	☐	25-50 pounds
☒	☐	☐	☐	Over 50 pounds
☒	☐	☐	☐	Crawling/Kneeling
☐	☒	☐	☐	Bending/Stooping/Crouching
☐	☒	☐	☐	Twisting/Turning
☐	☒	☐	☐	Repetitive Movement

PHYSICAL EXPOSURE: (mark where applicable with "X")

☐ Unprotected heights

Harmful physical agents:

Lighting: ☒ Bright

☐ Heat/Cold

☐ Dim

☐ Noise

☐ Mechanical hazards

☐ Ionizing/non-ionizing radiation

☐ Hazardous substances

☒ Infectious diseases

ACCEPTABLE MINIMUM PHYSICAL ABILITY:

Vision:

☐ Good

☒ Correctable

☐ Blind

Color Vision:

☒ Normal

☐ Impaired

Hearing:

☐ Normal

☒ Moderate Loss

☐ Deaf

Manual Dexterity:

☐ Good

☒ Fair

Talking/Speech:

☒ Normal

☐ Moderate Loss

☐ Mute

DISCLAIMER STATEMENT

The above statements are intended to describe the general nature and level of work being performed. They are not intended to be an exhaustive list of all responsibilities, duties and skills required of personnel so classified, nor do they address the performance standards that must be maintained.

EMPLOYEE:

I have read and understand the duties and responsibilities of this position. I have reviewed and agree to the contents of this position description, and I am able to perform the job functions and meet the physical requirements without restriction(s):

Employee Signature

Date

Job Description: Employee Health & Infection Prevention Coord. Nov 2025

Final Audit Report

2025-11-20

Created:	2025-11-20
By:	Ruby Sylvester (rsylvester@lcch.net)
Status:	Signed
Transaction ID:	CBJCHBCAABAA-EsKYM1RD_ig-Yq9_kPGSYm5SAbYAnGt

"Job Description: Employee Health & Infection Prevention Coord . Nov 2025" History

 Document created by Ruby Sylvester (rsylvester@lcch.net)
2025-11-20 - 0:29:11 AM GMT

 Document emailed to sottley@lcch.net for signature
2025-11-20 - 0:29:19 AM GMT

 Email viewed by sottley@lcch.net
2025-11-20 - 4:05:52 PM GMT

 Signer sottley@lcch.net entered name at signing as Shawn Ottley
2025-11-20 - 4:06:08 PM GMT

 Document e-signed by Shawn Ottley (sottley@lcch.net)
Signature Date: 2025-11-20 - 4:06:10 PM GMT - Time Source: server

 Agreement completed.
2025-11-20 - 4:06:10 PM GMT