



Wallowa County Health Care District

JOB TITLE: Infection Control/Employee Health/Environmental Services Director

FLSA STATUS: Non-Exempt - Non-Union

DEPARTMENT: Nursing Services

REPORTS and APPROVED BY:

DATE: October 2025

JOB SUMMARY:

The Director of Infection Control, Employee Health, and Environmental Services provides strategic and operational leadership for programs that ensure a safe, healthy, and clean environment for patients, staff, and visitors. This position oversees the hospital's infection prevention and control program, employee health initiatives, and environmental services operations. In a small rural hospital setting, the Director serves as both a hands-on leader and a subject matter expert, fostering a culture of safety, quality, and accountability across all departments. This position will also lead or participate in the following committees: Wellness, Physical Environment and Patient Safety, and Antimicrobial Stewardship.

MISSION, VISION & VALUES:

The successful candidate(s) must share and demonstrate through job performance (and will be evaluated on) the ability, willingness and successful application of support for the Mission, Vision and Values of the District:

Mission: To provide premier Health Care

Vision: To be a recognized leader in mission focus, quality care, and fiscal strength

Values: Compassion, Respect, Integrity, Quality, Stewardship, and Family

ESSENTIAL DUTIES & RESPONSIBILITIES:

Includes the following and other duties may be assigned. Nothing in this job description should be inferred to condone an employee acting out of their scope of license. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Infection Prevention and Control

- Develop, implement, and monitor the hospital's infection prevention and control program in accordance with CDC, OSHA, CMS, and DNV standards.
- Ensures adequate infection control mechanisms and supplies are available for staff, patients, and visitors to prevent exposure to and transmission of infections.
- Conduct surveillance, data analysis, and reporting of hospital-acquired infections (HAIs) and communicable diseases.
- Collaborate with nursing, medical staff, and ancillary departments to investigate and prevent infection risks.
- Provide education and consultation to employees, physicians, patients, and families on infection prevention, aseptic techniques, and standard precautions.
- Lead hospital response to outbreaks, exposures, and public health emergencies; reporting clusters and significant microorganisms to public health.
- Lead quarterly Infection Control Committee meetings; providing an annual recap of all surveillance programs to the Infection Control Committee.
- Report quarterly to Quality Improvement Committee
- Reports concerns to departments as needed as risks arise

Employee Health

- Manage the Employee Health program, including onboarding health screenings, immunizations, TB testing, and annual health assessments.
- Monitor employee exposures, injuries, and communicable disease follow-up in collaboration with Human Resources and department leaders.
- Maintain confidential employee health records and ensure compliance with applicable laws and

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regulations.

- Promote workforce wellness, safety, and infection prevention awareness through education and engagement.

Environmental Services Leadership

- Direct the Environmental Services (EVS) team, ensuring facilities are maintained in a clean, safe, and sanitary condition that supports infection prevention goals.
- Develop and monitor cleaning standards, schedules, and quality assurance programs for all hospital areas.
- Oversee purchasing and inventory of cleaning supplies, PPE, and disinfection products in collaboration with Materials Management.
- Oversee the training and mentoring of EVS staff, promoting teamwork, professionalism, and pride in maintaining a healing environment.
- Ensure compliance with hospital safety, OSHA, and environmental regulations.

EDUCATION & EXPERIENCE: To perform this job successfully, an individual must be able to perform each essential duty satisfactorily, and must have a complete understanding of her/his limitations in turn seeking advice when necessary.

- Graduate from an accredited school of nursing (Bachelor's degree preferred).
- Current Oregon RN License and BLS required.
- Certification in Infection Control (CIC) or willingness to obtain within 18 months.
- Minimum of 3–5 years of experience in infection prevention, employee health, or hospital operations.
- Leadership experience in a healthcare or environmental services setting preferred.
- Experience in a small or rural hospital environment strongly valued.
- Must possess a thorough knowledge of infectious disease and epidemiologic principles, sterilization, sanitation and disinfection practices, adult education principles and patient care practices.

CORE COMPETENCIES:

- Compassion – Welcomes, mentors and receives new team members. Shows concern for the welfare of others.
- Respect – Manages conflict with respect and dignity for others. Attempts to address issues before escalating.
- Integrity – Owns professional development and seeks self-development. Uses good judgment in resolving job problems. Generates and evaluates alternative solutions and makes effective and timely decisions.
- Quality - Pays close attention to detail. Strives to achieve excellence in all things.
- Stewardship – Careful and responsible management of WCHCD resources. Finds productive work to keep busy during slack periods.
- Family – Creates and participates in a team environment. Applies effective interpersonal and problem-solving skills when responding to coworkers, patients and visitors.

POSITION SPECIFIC COMPETENCIES:

- Active Listening — Giving full attention to what other people are saying, taking time to understand the points being made, asking questions as appropriate, and not interrupting at inappropriate times.
- Service Orientation — Actively looking for ways to help people.
- Critical Thinking, Judgement, and Critical Thinking — Strong critical thinking skills coupled with sound judgement and decision making to appropriately handle complex problem solving.
- Monitoring — Monitoring/Assessing performance of yourself, other individuals, or organizations to make improvements or take corrective action.
- Time Sharing — The ability to shift back and forth between two or more activities or sources of information (such as speech, sounds, touch, or other sources).



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WORK ENVIRONMENT:

The employee is listed in the category 1 task group for blood borne exposure. The work environment characteristics described here are representative of those an employee may encounter while performing the essential functions of this job. The noise level is moderate in this area. The infection control nurse is aware of the potential exposure to internal and external hazardous materials including but not limited to: blood and blood borne pathogens, infectious/communicable diseases, physical injury from patients, airborne dust, fumes and gases. The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is regularly required to talk and hear. This position is very active and requires standing, walking, bending, kneeling, and stooping all day. The employee must frequently lift and/or move items over 20 pounds.

WCHCD CODE of CONDUCT & CONFIDENTIALITY STATEMENT:

As an employee of Wallowa County Health Care District (WCHCD) you must agree to abide by the following code of Conduct/Confidentiality Statement:

I understand and agree that in the performance of my duties I must hold medical information in confidence. I understand that any violation of the confidentiality of medical information may result in punitive action. I will at all times protect the safety of our patient/residents understanding that they are our "customers" and the reason for our employment. I will avoid any and all personal conflicts of interest as it relates to my position at this facility. I agree to abide by the dress code for WCHCD. I will not use any of the assets of WCHCD for personal use. I will abide to all rules and regulations of the State of Oregon and the United States in relation to the operation of a medical facility. I will treat my co-workers at all times in a professional & courteous manner. I will strive to always work as a team player with my co-workers. I agree to report any perceived medical/facility operation noncompliance issues immediately through the compliance reporting process.

I have read and understand the above job description.

Employee Signature