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<b>Job Title:</b> Contact Tracer	<b>Position Title:</b>
<b>Job Type:</b> Support Staff	<b>Wkly Hrs:</b> Contracted/Temp
<b>Reports to:</b> Nursing Supervisor	<b>Last Updated:</b> 9/14/2020

**THIS IS A TEMPORARY POSITION THROUGH DECEMBER 31, 2020. THIS POSITION IS NOT ELIGIBLE FOR BENEFITS. THE POSITION IS GRANTED FUNDED THROUGH THE CARES ACT.**

**Position Overview:**

The Contact Tracer is responsible for reaching out to all persons who have come into close contact with a COVID-19 infected individual and providing them with information and guidance to interrupt ongoing transmission and reduce spread. The Contact Tracer will communicate with assigned contacts, obtain symptom information, refer contacts for testing, and provide instructions for quarantine. Contact Tracers are required to follow all scripts, policies and procedures provided by the St. Francois County Health Center and will comply with training regarding confidentiality and the handling of personally identifiable information.

**Essential Functions:**

- Quickly get in touch with contacts of diagnosed patients through text, e-mail, phone calls and other platforms when necessary
- Provide contacts with approved information on quarantine procedures, what to do if symptoms develop and if appropriate, refer them to testing
- Assign risk category depending on the contact's underlying medical conditions, occupation, living situation and level of contact with case and understand protocol for each risk category
- Work closely with a team made up of surveillance coordinators, investigators and data managers to efficiently complete case investigations
- Systematically collect and record information in a local database
- Communicate with your team and supervisor when contact cannot be made with an individual and understand the best way to address the problem
- Participate in regular Surveillance & Investigation Program meetings and trainings such as weekly case reviews, communicable disease manual training, and others as deemed necessary
- Participate in outbreak investigation in high-risk settings such as long-term care facilities and congregate living sites
- Other duties as assigned

**Supervision Received:**

This position is supervised by the Nursing Supervisor.

**Supervision Exercised:**

None

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## **Qualifications & Skills:**

### *MINIMUM REQUIRED EDUCATION AND EXPERIENCE:*

- Possession of High School diploma or GED
- Excellent communication and organizational skills, and attention to detail
- Ability to interact appropriately and effectively with a wide range of persons
- Candidates should have strong critical thinking skills, excellent English language skills, including composition, grammar, and public speaking
- Experience conducting telephone-based or in-person interviews
- Computer skills are necessary and should include the ability to access and navigate various databases and software programs following training
- Flexibility, professionalism and the ability to manage multiple projects simultaneously are highly valued attributes
- Equally comfortable working individually and within a team environment that emphasizes interdisciplinary collaboration.

### TRAINING AND CONTINUING EDUCATION REQUIREMENTS:

- Complete Contact Tracing training and HIPAA compliance training

## **Physical Demands and Working Conditions:**

- While performing the duties of this job, the employee is regularly required to, stand, sit; talk, hear, and use hands and fingers to operate a computer and telephone keyboard reach, stoop kneel to install computer equipment
- Moderate noise (i.e. business office with computers, phone, and printers, light traffic).
- Ability to sit at a computer terminal for an extended period of time.
- Light to moderate lifting is required

\*\* To comply with regulations by the American with Disabilities Act (ADA), the principal duties in position descriptions must be essential to the job. To identify essential functions, focus on the purpose and the result of the duties rather than the manner in which they are performed. The following definition applies: a job function is essential if removal of that function would fundamentally change the job.