



Contact Tracer

COVID-19 Response

Grant County's Health Department is recruiting for a limited term Contact Tracer. This position performs contact tracing related to COVID-19 response. Anticipated hours: 40 per week; through December 31st. Duties require excellent judgement and communication skills that supplement COVID-19 testing in an effort to contact individuals for follow up inquiries as well as collecting and analyzing data.

Minimum Qualifications: Associate's degree in communication, health, or related field; equivalent combinations of education and experience in health care may be considered.

How to Apply: An application for employment and [job description](#) may be obtained at www.co.grant.wi.gov or by calling (608)723-2540. **Letter of interest, resume, and County application are required and must be submitted to the following address.**

Grant County Personnel
111 S. Jefferson St.
PO Box 529
Lancaster, WI 53813

*This is an **Affirmative Action/Equal Employment Opportunity employer (AA/EEO)**. All qualified applicants are encouraged to apply including minorities, veterans, women, and persons with work related limitations.*



@GrantCountyEmploymentOpportunities

GRANT COUNTY JOB DESCRIPTION

TITLE: LTE - COVID-19 Contact Tracer

DEPARTMENT/ AGENCY: Health Department

IMMEDIATE SUPERVISOR: Director / Health Officer

PAY GRADE: \$25.32 per hour

FLSA: Non-Exempt

NATURE OF WORK

This position performs contact tracing related to COVID-19 response. These duties require excellent judgement and communication skills that supplement COVID-19 testing in an effort to contact individuals for follow up inquiries as well as collecting and analyzing data.

MINIMUM QUALIFICATIONS

Education:

Associate's degree in communication, health, or related field.

Equivalent combinations of education and experience in health care may be considered.

Knowledge, Skills and Abilities:

This position is expected to develop, maintain and utilize relevant competencies in the following areas: Analytic Assessment Skills; Policy Development/Program Planning Skills; Communication Skills; Cultural Competency Skills; Community Dimensions of Practice Skills; Basic Public Health Sciences Skills; Financial Planning and Management Skills; Systems Thinking Skills. Additionally, the position is required to have the following:

1. Previous healthcare related experience
2. Knowledge of general office methods, practices and procedures
3. Excellent oral and written communication skills
4. Exceptional organizational skills
5. Ability to maintain confidentiality
6. Ability to understand and speak the Spanish language helpful
7. Ability to work flexible hours including nights
8. Ability to work effectively and harmoniously with others
9. Must be able to pass a pre-employment health screening
10. Must be able to pass a Care Giver Background Check
11. Must not be listed as excluded on the federal government excluded parties listing
12. Must have a car for use during working hours and have a current Wisconsin driver's license.

ESSENTIAL FUNCTIONS

Contact Tracing

Contact tracing (and subsequent isolation and quarantine) is an essential follow up to testing. This position will:

1. Assist with activities such as data entry, reviewing monitoring data and conducting monitoring calls for COVID like symptoms
2. Assisting with scheduling testing, data entry and completion of paper work.
3. Assist with gathering data and completing reports on:
 - a. the number of COVID-19 positive cases

- b. the number of cases receiving a Diseases Investigations conducted in 24 hours of receiving a lab result,
- c. the number of Contact Interviews conducted within 48 hours of receiving a lab result
- d. the number of contacts requiring monitoring during isolation or quarantine
- e. number of contacts receiving monitoring, and the total number of monitoring calls conducted.

Testing Support

The position will help support the department in meeting the increased testing needs of their communities by assisting with scheduling testing locations and appointments as well as data entry. This could include community testing, targeted outbreak testing, or individual testing. The goal is to quickly identify new cases of disease, to investigate and contain outbreaks, to protect vulnerable populations, and to reduce barriers to testing access for underserved community members.

SUPERVISION RECEIVED

Supervision received from the Director / Health Officer and/or Assistant Director or Nursing Compliance and Quality Coordinator

SUPERVISION EXERCISED

None

ENVIRONMENTAL FACTORS

This position works in office, clinic, and client home settings; exposures to sharps, biological hazards and communicable diseases are frequent and require the use of personal protective equipment; may be exposed to high temperature and humidity; must be able to lift up to fifty pounds

CLOSING STATEMENT

This description has been prepared to assist in evaluating duties, responsibilities and skills of this position. It is not intended as a complete list of specific responsibilities and duties, nor is it intended to limit duties to those listed. It is understood that the supervisor has the right to assign, direct, and modify duties and responsibilities.

08/14/2020