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**Contact Tracer – Part Time Temp**

Morrow County Public Health Department seeks highly motivated individuals to fill contact tracing positions. These will be a mix of English and bilingual speaking positions. This temporary position will call individuals who have been identified as a contact, or exposed to COVID-19, conduct telephone interviews and perform daily data entry activities. The ideal candidate will be a self-starter, be customer service and detail-oriented, as well as have flexible availability to meet the needs of the program. If you want to support Morrow County's COVID-19 response effort, this may be the opportunity you are looking for.

GENERAL STATEMENT OF DUTIES Provides support to various educational components for specific service area to individuals, agencies and communities. Assist in developing and maintaining health education materials and resources.

SUPERVISION RECEIVED Work under the general direction of a supervisor who assigns and reviews work for conformance to departmental policies and procedures

The individual in this position is part of a multi-disciplinary team that conducts COVID-19 contact tracing. This employee will work on site at our locations in Boardman and or Heppner or other community locations as directed. This is a non-nurse position and does not provide nursing care, assessments or medical advice.

Share in General Program Duties with Other COVID-19

Participates in a variety of activities not limited to the following:

 • May communicate with community partners, e.g. homeless shelters, school nurses

 • Communicate client and program issues to the Coordinator and/or Program Supervisor

 • May update letters or other documents for contact tracing Provide Direct Communicable Disease Client Services

Demonstrates flexibility in adapting as program and/or service needs change.

Works to prevent and control the spread of COVID-19 through provision of services to individuals, families, groups and communities by contact tracing activities. Related duties include but are not limited to:

 • Performs COVID-19 contact tracing according to Oregon Health Authority Guidelines and reporting requirements.

 • Calls individuals by phone regarding their contact with COVID-19 positive individuals.

 • Participates in daily case activity review when needed.

 • Maintains open communication with teammates and co-workers on other teams.

 • Utilizes computer and internet to access information and document activities.

 • Performs accurate and timely documentation in Oregon Health Authority web-based system (data entry), and on paper if needed.

 • Provides services to non-English speaking clients via telephonic or in-person interpreter. This position will be REQUIRED to work a flexible schedule to provide services outside of normal Monday – Friday, 0800 -1700 hours. Hours may include weekends to ensure business need is met.

**Job Qualifications:**

* Prefer BA or BS or healthcare experience or combination of both
* Bilingual, bi-cultural English and Spanish preferred
* Excellent interpersonal skills required and ability to interact professionally with culturally diverse individuals during a time of crisis and distress is
* Ability to multi-task
* Accountable
* High energy, self-directed, organized
* Able to work independently and take direction
* Ability to show empathy to distressed individuals
* Excellent written and oral communication skills
* Can work as part of a team
* Proficiency with computer necessary
* Experience with Microsoft Office
* Valid driver’s license

Other duties as assigned by your supervisor.

• Must pass a criminal history background investigation; however, conviction of a crime may not necessarily disqualify an individual for this classification.

• Some positions provide services to monolingual clients; therefore, fluent bilingual skills are preferred (English/Spanish). An additional 5% will be added to the hourly wage as compensation for this skill. Finalist will be required to pass a verbal Standardized Fluency Assessment as part of the hiring process.

• This is a temporary position, which is eligible for overtime.