



## CONTACT TRACER

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### Position Summary

Contact Tracer is a limited duration position to support the district requirements related to tracking incidents of COVID-19 within the school district community (staff and students). These positions will identify people who have come into contact with the COVID-19 virus through interviews with confirmed and presumptive cases and connect them with resources and information.

Contact Tracers prevent further spread of the virus in the community and are central to the public health approach to managing the COVID-19 pandemic.

### Supervisory Relationship

This position reports to the 4J Social Distancing Manager or designee.

### Essential Functions

- Monitor asymptomatic case contacts regularly per investigative guidelines for development of symptoms;
- If contacts become symptomatic, COVID-19 Contact Tracing refers case to Health Services team for additional information;
- Make ongoing monitoring calls (using a script) to contacts for the duration of the quarantine;
- Work collaboratively with 4J staff and members of the Contact Tracing Team;
- Conduct interviews at the impacted site.

### Examples of Duties

- Make initial call to contact of COVID-19 cases following a script;
- Interview confirmed and presumptive cases for clinical details, risk factors, contacts, potential community exposures and links to other cases;
- Collect and record data into Google and Synergy;
- Communicate with cases, presumptive cases, and contacts in a professional and empathetic manner;
- Triage and coordinate next steps for care, testing, community resources, and isolation or quarantine;
- Provide cases and contacts with approved information about isolation and quarantine procedures per CDC and OHA guidance; if appropriate, refer contacts to testing services according to protocol; • Regularly review new information and protocols; • Comply with all state and federal privacy and confidentiality requirements; • Perform other duties, such as administrative clerical tasks.

### Required Knowledge, Skills and Abilities

- Ability to exhibit a professional, positive attitude and work ethic;
- Excellent interpersonal skills required and ability to interact professionally with culturally

- diverse individuals during a time of crisis and distress;
- Ability to show empathy to distressed individuals;
- Excellent organizational and communication skills;
- Critical thinking and sound judgment required;
- Ability to handle confidential information with discretion and professionalism and in compliance with federal FERPA requirements;
- Clear, legible handwriting;
- Proficiency with computers;
- Previous medical experience a plus;
- Second or multiple languages a plus.

**Minimum Qualifications**

Training:

- Equivalent to the completion of the twelfth grade.

Experience:

- Two years of general clerical and office assistance and/or community services experience preferred;
- An equivalent combination of experience and training that will demonstrate the required knowledge and abilities is qualifying.

**Work Environment**

The position works in a standard office setting. This position may require traveling to sites throughout the district.

Hours will vary: Minimum work availability of 3 days a week, 4 hours a day. Due to the nature of the assignment the position may need to work during the weekend.

<b>ADDITIONAL INFORMATION</b>	
<b>Employee Unit</b>	This is a non-represented position
<b>Pay Grade</b>	Temporary Hourly Rate of \$20.00
<b>Reviewed and Approved by</b>	Karen Hardin, Director of Human Resources
<b>Last Revised</b>	May 2021