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Allen County Combined Health District

### **Position Available Contact Tracer 1**

Temporary, Intermittent Position  
5-15 hours/week, 2020 Calendar year

**Service Area:** Nursing Services

**Reports to:** Director of Nursing

**Salary:** Pay Range 14 (\$13.35/hour)

Under general supervision of the Director of Nursing, the Contact Tracer 1 serves as a trained advocate from the community to help slow the spread of COVID-19 in Allen County. The Contact Tracer 1 gathers critical information from Allen County residents diagnosed with COVID-19 or are identified as contacts to a confirmed case.

#### **Sample Job Responsibilities:**

- Call contacts of newly diagnosed cases and communicate with them in a professional and empathetic manner
- Collect and record information on symptoms into a database
- Provide contacts with approved information about Allen County isolation and quarantine procedures, and if appropriate, refer them to testing according to protocol
- Follow a script to inform contacts about the importance of isolation and quarantine and what to do if symptoms develop

#### **Qualifications:**

- Experience in public health, medical or related field, 1-3 years preferred
- Degree, certificate or training in medical, social work, counseling or similar field preferred
- Experience with customer service that included techniques for handling difficult people, at least 1 year preferred
- Computer skills needed, e.g. typing, keyboarding, data entry or word processing; ability to operate a personal computer
- Valid Ohio driver's license with an acceptable driving record and proof of auto liability insurance coverage required. Must have a vehicle to use on the job that is in roadworthy condition.

#### **Skills/Abilities:**

- Outstanding communications, interpersonal and organizational skills
- Aptitude to handle confidential information with discretion and professionalism

#### **Working Conditions:**

- Evening and weekend hours required
- Travel within the district sometimes required

Applicants interested in the position may submit a cover letter and resume to: Human Resources, Allen County Public Health, PO Box 1503, Lima, OH 45802 or [jobs@allenhealthdept.org](mailto:jobs@allenhealthdept.org). Deadline for applications is 7/28/2020 or until filled.

POSTED: 7/14/2020

Cannot be combined with another part time position within the health department to make a full-time position.

Allen County Public Health is an Equal Opportunity Employer



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