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Allen County Combined Health District

**Position Available**  
**Contact Tracer 2**

37.5 hours/week; Grant Funded for Approximately 7-9 month assignment

**Service Area:** Nursing Services

**Reports to:** Director of Nursing

**Salary:** Pay Range 23 (\$19.99/hour)

Under direction of the Nursing Services Director, the Contact Tracer 2 will gather critical information from Allen County residents who are diagnosed with COVID-19 or who are identified as contacts to a confirmed case of COVID-19. The Contact Tracer 2 will educate, monitor, and provide referrals and assistance to ensure basic needs are being met.

**Sample Job Responsibilities:**

- Calls contacts of newly diagnosed cases and communicate with them in a professional and empathetic manner
- Collects and record information on symptoms into a database
- Provides contacts with approved information about Allen County quarantine procedures, and if appropriate, refer them to testing according to protocol
- Helps contacts problem-solve during monitoring period
- Provides information to contacts about the importance of quarantine and what to do if symptoms develop
- The Contact 2 tracer will also receive referrals from the Contact Tracer 1 for additional follow up to medical questions and issues expressed by contacts.
- Maintains daily contact with supervisor

**Qualifications:**

- Registered nurse with at least 1-3 years of patient care experience
- Experience working with clients that included techniques for handling difficult people, at least 1 year preferred
- Ability to operate a personal computer with strong computer skills needed, e.g. typing, data entry or word processing
- Allen County resident preferred and familiarity with Allen County geography, specifically cities/towns/villages required

**Skills/Abilities:**

- Outstanding communications, interpersonal and organizational skills
- Ability to exhibit a professional, positive attitude and work ethic
- Ability to show empathy and patience to distressed individuals
- Ability to speak, read, and write English
- Critical thinking and sound judgment
- Aptitude to handle confidential information with discretion and professionalism

**Working Conditions:**

- Will be required to work a rotating schedule and will include overtime, evening and weekend hours
- This job will be performed mostly remotely - teleworking from your residence. 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 9/21/2020 or until filled.



**Public Health**  
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