



www.allencountypublichealth.org
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:

- 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 quarantine procedures, educate on the importance of quarantine, what to do if symptoms develop, and if appropriate, refer them to testing according to protocol
- Help contacts problem-solve during monitoring period
- 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.

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
- Travel within the district sometimes required.
- Qualifies for sick/vacation leave and insurance benefits

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. Deadline for applications is 9/21/2020 or until filled.

Posted: 9/8/2020

Allen County Public Health is an Equal Opportunity Employer



219 E. Market Street, P.O. Box 1503, Lima, Ohio 45802-1503 | Phone: 419-228-4457 | Fax: 419-224-4161

An Equal Opportunity Employer and Provider of Services Serving All Allen County Including the Cities of Lima & Delphos