



Public Health
Prevent. Promote. Protect.

Butler County
General Health District

Job Title:	COVID-19 Contact Tracer (CT)
Responsible to:	Supervisor of Contract Tracers
Public Health Core Competency Level:	Level 1
Positions Supervised:	None
Work Hours:	Intermittent, part time (28 hours), some weekend hours required. Non-exempt.
Grant-Funded:	This position is 100% grant funded (one year).

Essential Functions: Be a part of an exciting public health response effort! In order to ensure the health of the public, Contact Tracers assist the public health team to identify persons exposed to COVID-19. They interview patients who contracted the disease, establish which individuals those patients had contact with, and initiate isolation or quarantine protocols to limit further disease transmission.

Minimum Qualifications:

- Student, of or holds an Associate or Bachelor’s degree in public health, nursing, environmental health, sociology, psychology, communications, public relations, business, education or a related field, OR
- Any equivalent combination of education and experience determined to be acceptable
- Proven proficiency with computers including Microsoft Office (Word, Excel) is required
- Ability to learn new software applications (ODRS, OCTS) related to COVID-19 database for confirmed/probable cases, as well as contact tracing
- Excellent writing, oral communication, interpersonal, and public relations skills
- Ability to work with a diverse team in a multi-disciplinary setting
- Ability to establish effective working relationships with persons of varied backgrounds both lay and professional
- Ability to manage multiple tasks simultaneously
- Ability to maintain confidentiality
- Self-motivated to plan, organize, complete work accurately with little direction

Preferred Qualifications :

- Work experience in public health, health education, contact tracing or other areas
- Work experience or knowledge of COVID-19 (coronavirus), and/or public health preparedness a plus
- Bi-lingual (English and Spanish/other language)

Position Specific Responsibilities:

- Conducts phone interviews with persons with a COVID-19 diagnosis and/or their possible contacts
- Maintains professionalism at all times
- Is culturally competent and aware of own implicit biases
- Maintains confidentiality at all times
- Receives daily schedule of CT assignments to work on independently
- Problem solves and answers questions from cases and contacts
- Assists cases and contacts in maintaining quarantine and isolation
- Ensures cases and contacts have all necessary information, forms and letters
- Follows a script to assist in gaining required information
- Enters accurate information into database in timely manner according to pre-established processes and procedures
- Understands the limitations of their position including issues to refer to supervisor
- Maintains frequent communication with supervisor through-out the day
- Participates in audits of information gathered to ensure the accuracy of program
- Assists in writing CT 20 grant reports and narratives as requested
- Performs other activities related to COVID-19 as assigned to assist in the efficient running of the program

Required Knowledge, Skills and Abilities

- Ability to coordinate numerous demands simultaneously to successful completion
- Proficiency with computers including Microsoft Office (Word, Excel, Powerpoint)
- Excellent writing, communication, interpersonal, and public relations skills
- Ability to work with a diverse team in a multi-disciplinary setting
- Ability to establish effective working relationships with persons of varied backgrounds
- Ability to maintain confidentiality
- Ability to be self-motivated to plan, organize and complete work accurately and on time with little direct supervision
- Exceptional attention to detail
- Conducts self with honesty and integrity; follows ethical principles of public health practice, follows the rules and laws applicable to public health nursing
- Ability to perform under pressure

Primary Duties include (general summary and not all inclusive):

- Ensures agency mission, vision and programmatic success
- Functions as a technical expert for supervisor
- Responsible to the supervisor for following rules, policies and guidelines necessary for the efficient operation of health programs and services as needed
- Works in accordance with all established policies, procedures, applicable statutes and regulations of the Ohio Revised and Administrative Codes, as well as Ohio Department of Health, Ohio Department of Agriculture, and others as required
- Educates and informs the community about health related topics as needed
- Participates in Public Health Accreditation activities as needed and required
- Embraces and proposes Quality Improvement activities as needed
- Participates in required trainings (in person, webinars, online, etc.), may involve local travel

Other:

- Serves a probationary period of 120 days
- Must be able to respond to public health emergencies or exercises 24/7, except while on scheduled vacation or other leave
- May be required to play an active leadership role in the event of a public health emergency, which may include changes in responsibilities and working hours
- Evening and weekend work may be required during public health events, investigations or emergencies
- Other duties as assigned
- Position may be subject to background check
- Valid OHIO Driver's license in good standing, and insurable by the Board of Health's Policy
- **Public Health Core Competencies Level One position (See Attachment A)**

Is this position EXEMPT or NON-EXEMPT from compensatory time?	NON-exempt
Is this an EXECUTIVE, PROFESSIONAL LEADERSHIP position?	NO
Does this position require advanced TECHNICAL skills?	NO
Is this position FULL TIME or PART TIME?	PART TIME – 1 YEAR
Is this a 100% GRANT FUNDED position?	YES

Please send resume with cover letter explaining your interest in this position or special qualifications to: BOH@butlercountyohio.org. Position is posted on our website: www.butlercountyohio.org/health Position will remain open until filled.

An Equal Opportunity Employer

Appendix A.

This is a Tier ONE position

TIER ONE CORE COMPETENCIES FOR PUBLIC HEALTH

Analytical/Assessment Skills

1. Be ethical at all times
2. Use the best information technology for data and information

Policy Development/Program Planning Skills

1. Contribute to and help implement programs, policies, and services
2. Gather information about programs, policies, and services

Communication Skills

1. Communicate in writing and orally using proper grammar and punctuation at the reading level and language of the customer
2. Provide data and information to professionals and the public using a variety of approaches (e.g., websites, social media, written reports, presentations, email, letters, fliers, etc.)

Cultural Competency Skills

1. Describe the ways diversity may influence policies, programs, services, and the health of a community
2. Recognize and appreciate the contribution of diverse/different perspectives in planning programs and delivering services that affect the health of a community

Community Practice Skills

1. Describe programs and services provided by various organizations to improve the health of a community
2. Help to develop relationships that improve health in a community

Public Health Sciences Skills

1. Understand basic public health concepts

Financial Planning and Management Skills

1. Follow organizational policies and procedures
2. Be a team player to assist in achieving goals (e.g., participate in teams, encourage sharing of ideas, respect different points of view)

Leadership and Systems Thinking Skills

1. Maintain the highest ethical standards in all interactions with co-workers, customers, community, organizations, and agencies
2. Describe the ways public health, health care, and other organizations can work together or individually to impact the health of a community
3. Participate in all professional development opportunities offered to you to improve your work related skill and abilities.