



Public Health
Prevent. Promote. Protect.

Butler County
General Health District

Job Title:	Contact Tracing Public Health Intern/Unpaid Internship, Multiple positions open
Timeframe:	Flexible, subject to intern and project availability. Ideally 4-6months
Responsible to:	Appropriate Director-level staff, depending on project
Positions Supervised:	None
Work Hours:	8hr shifts. Weekdays or weekends. Exact number of hours and days TBD

This internship may be completed in order to build a resume, or as independent study, or to fulfill requirements for a class or major (with pre-approval of academic advisor). It is an unpaid internship.

This internship is your opportunity to help slow the spread of COVID-19. Working with the Butler County General Health District, this “disease detective” will gather critical information from Butler County residents diagnosed with COVID-19 by identifying their contacts and calling every contact who lives in Butler County.

The internship position will:

- Call contacts of newly diagnosed cases
- Communicate with contacts in a professional and empathetic manner
- Collect and record information on symptoms into a database
- Provide contacts with approved information about Ohio quarantine procedures, and if appropriate, refer them to testing according to protocol
- Follow a script to inform contacts about the importance of quarantine and what to do if symptoms develop
- Use a telephone, computer and electronic equipment to capture data
- Maintain daily contact with supervisor

Skills required:

- 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
- Skilled with computer, Microsoft Office, and able to provide own laptop or computer
- Ability to work with a diverse team, possesses effective social skills, team player
- Good attendance, appropriate behavior and business casual dress is expected
- Valid driver’s license, insurable, reliable transportation.

Preferred Qualifications:

- Experience in public health, medical or related field
- Interviewing technique skills
- Ability to commit to full 8hr shifts

Location:

This job will be performed mostly remotely - teleworking from your residence. There may be a need to travel occasionally to the BCGHD office.

To apply: If you are a great communicator and leader- even in difficult situations - and are eager to make a positive impact on the health of Ohioans, please respond to boh@butlercountyohio.org with:

- Cover letter explaining your interest in this position, your availability (days and hours per week), and any special qualifications you may have
- Up to date resume
- Three references

An Equal Opportunity Employer

Internship is posted on our website:
www.butlercountyohio.org/health.