

# TANEY COUNTY HEALTH DEPARTMENT

## POSITION DESCRIPTION

JOB TITLE: **Contact Tracer**

DIVISION: **Clinical**

IMMEDIATE SUPERVISOR: **Clinical Division Manager**

STATUS: **Non-Exempt**

### ESSENTIAL FUNCTIONS

#### I. COVID-19 Related Activities

100% of Time

- a. Works with the COVID-19 team to complete fundamental activities that involve working with patient who has been diagnosed with an infectious disease (COVID-19) to identify people who may have been infected by exposure to the patient
- b. Conducts contact tracing for individuals that have been identified as having been exposed to COVID-19.
- c. Following through with contacting close contacts to prevent further transmission of the disease by separating people who may or may not have an infectious disease.
- d. Obtain and complete all documentation as needed assuring for accuracy, confidentiality, and timeliness.
- e. Following TCHD protocol, provides general COVID-19 information and answers questions as needed
- f. Maintain patient confidentiality and ensure that all information is collected in concordance with local data privacy and confidentiality standards
- g. Attends Daily COVID-19 Team Meeting and other meetings as applicable
- h. Complete required forms and enter data into state programs efficiently and accurately
- i. Enter data into in-house logs accurately and efficiently
- j. Communicate clearly with supervisor and team members as required
- k. Travel between offices as needed
- l. Fosters positive working relationships and accepts new COVID-19 responsibilities as assigned
- m. Participate in required trainings
- n. Other duties as assigned

This job description in no way states or implies that these are the only duties to be performed by the employee occupying the position. Employees will be required to follow any other job-related instructions and to perform any other Health Department related duties requested by their supervisor; subject to reasonable accommodations.

### WORK ENVIRONMENT

- ◆ Average accessibility of all work sites required for the position.
- ◆ Average exposure to weather and temperature extremes.
- ◆ Average exposure to chemicals and fumes.
- ◆ Average exposure to heights.
- ◆ Average exposure to work safety hazards.
- ◆ Average amount of overtime/extended work hours required.
- ◆ Average exposure to dust.
- ◆ Average exposure to loud noises.
- ◆ Average exposure to darkness.
- ◆ Average exposure to cramped spaces.

### PHYSICAL EFFORT

- ◆ Normal physical mobility: movement from place to place on the job, considering distance and speed. ◆ Normal physical agility: ability to maneuver body while in place.
- ◆ Normal physical strength to handle routine office materials and tools.
- ◆ Normal physical strength to handle 30 lb. objects, considering frequency.
- ◆ Normal dexterity of hands and fingers.
- ◆ Normal physical balance: ability to maintain balance and physical control.
- ◆ Normal coordination, including eye/hand, hand/foot, etc.
- ◆ Normal endurance.

### BUSINESS EXPECTATIONS

- ◆ Follows applicable rules, regulations, and policies.
- ◆ Attends work regularly and is punctual.
- ◆ Behaves professionally and presents a professional business appearance.
- ◆ Conducts self in such a way as it reflects positively on the Health Department.
- ◆ Fosters positive working relationships and accepts new responsibilities.

### KNOWLEDGE/SKILL REQUIREMENTS

- ◆ High School Diploma or equivalent experience
- ◆ Experience in health care related field or contact tracing is preferred
- ◆ Strong verbal and written communication skills, including active listening skills
- ◆ Ability to interact in a non-judgmental manner with culturally diverse populations
- ◆ Above average critical thinking and problem-solving skills, and the ability to use sound judgement when responding to client issues and concerns

### MENTAL EFFORT

- ◆ Average concentration/intensity: prolonged mental effort with limited opportunity for breaks.
- ◆ Average memory, considering the amount and type of information.
- ◆ Above normal complexity of decision making.
- ◆ Average time pressure of decision making.
- ◆ Above normal analytical thinking.
- ◆ Above normal conceptual thinking.

### COMMUNICATIONS

- ◆ Above average verbal communication.
- ◆ Above average written communication.
- ◆ Above average non-verbal communication.

### SENSORY ABILITIES

- ◆ Normal ability to see.
- ◆ Normal ability to distinguish colors.
- ◆ Normal ability to hear.
- ◆ Normal ability to smell.
- ◆ Normal sense of touch.