COVID-19 Contact Tracer

This temporary position is your opportunity to help slow the spread of COVID-19. Working with the Williams County Health Department, this “disease detective” will gather information from Williams County residents diagnosed with COVID-19 about their illness, close contacts, and provide education on isolation and quarantine. This job will be performed mostly remotely from your residence.

**Hours:** Vary; however, will not work more than 1,000 hours per year. Hours are flexible each week. This position is designed to assist with surges in work demand when it exceeds the capacity of the fulltime staff.

**Salary:** $18/hour. The Williams County Health Department offers enrollment in Ohio Public Employees Retirement System. This unclassified position does not include health insurance benefits or paid time off.

**Essential Functions of the Position:**

1. Call new cases and close contacts of cases to gather information about their illness, close contacts, and provide education on isolation and quarantine
2. Collect and record information in electronic databases for case management and daily follow up
3. Provide cases and close contacts with approved information from the Williams County Health Department about COVID-19
4. Assess cases and close contacts for any supply (food, medication, cleaning supplies) or social support (housing, mental health, etc) needs during their isolation/quarantine
5. Use a telephone, computer and electronic equipment to capture data
6. Communicate with persons in a professional and empathetic manner
7. Maintain daily contact with supervisor

**Minimum Experience/Qualifications:**

1. Outstanding communications, interpersonal, and organizational skills
2. Ability to exhibit a professional, positive attitude and work ethic
3. Excellent interpersonal skills
4. Cultural awareness/competency
5. Ability to show empathy and patience to distressed individuals
6. Ability to speak, read, and write English
7. Critical thinking and sound judgment
8. Aptitude to handle confidential information with discretion and professionalism
9. Proficiency with computers

**Preferred Qualifications:** Associates Degree with experience in education, social work, medical or related field or Community Health Worker certification

The Williams County Health Department is an equal opportunity employer. **Only non-tobacco, non-nicotine candidates will be considered.**

**Send cover letter and resume by email to:**
Williams County Health Department
Rachel Aeschliman, MPH, RN  Director of Nursing
Rachel.aeschliman@williamscountyhealth.org

The notice is being posted until the position is filled.