

**Miami County Public Health (MCPH)
COVID-19 Contact Tracer**

Division: Nursing

Reports to: Contact Tracer Supervisor

Position: This position is temporary to assist MCPH with the COVID-19 response. The position is for six months but could end prior to that time period due to funding or needs of the department.

Hours: Part-time, 20-40 hours depending on workload. Some weekend and evening hours may be required

Salary: \$13.14 - \$20.55

Location: This job will be performed mostly remotely – telecommuting from your residence. There may be a need to travel occasionally to conduct in-person interviews

Project Duration: up to 6 months

JOB RESPONSIBILITIES:

Under general direction of the Contact Tracer Supervisor, the Contact Tracer acts as a “disease detective” and will gather critical information from Miami County residents diagnosed with COVID-19 by identifying and calling their contacts. The Contact Tracer is responsible for:

- Calling contacts of newly diagnosed cases
- Communicating with contacts in a professional and empathetic manner
- Collecting and recording information on symptoms into a database
- Providing contacts with approved information about Ohio quarantine procedures, and if appropriate, refer them to testing according to protocol
- Following a script to inform contacts about the importance of quarantine and what to do if symptoms develop
- Using a telephone, computer and electronic equipment to capture data
- Maintaining daily contact with supervisor

QUALIFICATIONS:

Preferred:

- Experience in public health, medical or related field
- Interviewing technique skills
- Ohio resident and familiarity with Ohio geography; cities/towns/locations

Required:

- Experience or training in office practices and procedures
- Experience or training in public relations or customer services that include techniques for handling difficult people
- Experience or training in typing, keyboarding, data entry or word processing
- Experience or training in operation of personal computer
- A valid Ohio driver's license with own vehicle and ability to maintain a driving record that meets the insurability requirements of Miami County Public Health's insurance provider. Must be able to provide a private vehicle for job use

KNOWLEDGE, SKILLS AND ABILITIES:

Ability to exhibit a professional, positive attitude and work ethic. Ability to communicate effectively in written and oral form. Ability to provide excellent interpersonal and organizational skills. Ability to show empathy and patience to distressed individuals. Ability to speak, read and write English. Ability to provide sound judgement and critical thinking. Ability to handle confidential information with discretion and professionalism. Ability to work proficiently on computer.

If you would like to be considered for the position, please submit a **cover letter, resume', and application to:**

Dennis R. Propes, RS, MPA
Health Commissioner
510 West Water St. Ste. 130
Troy, Ohio 45373
dpropes@miamicountyhealth.net

Application can be downloaded at: www.miamicountyhealth.net – Employment Opportunities.

Miami County Public Health is an Equal Opportunity Employer and does not discriminate on the basis of race, color, national origin, sex, sexual orientation, genetic information, religion, age disability or military status in employment or the provision of services. Our agency is committed to the recruitment of diverse individuals who can offer different talents and perspectives to assist us in accomplishing our agency's mission, vision and fulfillment of the five core commitments.

Posted 5/14/2020 posting ends 5/21/2020 or Until Filled, First Review 5/21/2020