

JOB POSTING FOR LEWIS AND CLARK COUNTY

Position Title: Contact Tracer

Organization: Lewis and Clark County, Public Health

Pay Rate: \$18.09 per hour

Position Type/Status: Regular, PRN, Non-Exempt

Closing Date: Open till filled

Lewis and Clark County Public Health is hiring Contact Tracers to help control the spread of COVID-19 by completing contact tracing investigations through identifying, communicating with, and documenting all close contacts in an accurate and timely manner.

This position is offered to support business operations on an "as needed" basis with no guarantee on the number of hours worked. The successful candidate must be available to work varied hours, including the potential to work weekends and evenings. Positions are work from home.

This position is subject to a background check prior to hire.

Must complete John Hopkins COVID-19 course before hired. [COVID-19 Contact Tracing | Coursera](#)

The successful candidates must attend a Zoom orientation.

The position is opened until filled. Applicants will be reviewed weekly.

Position Description Summary

Under general direction of the Public Health Nurse, help control the spread of COVID-19 by completing contact tracing investigations through identifying, communicating with, and documenting all close contacts in an accurate and timely manner.

Duties

- Receives and completes daily assignments;
- Follows all agency protocols and procedures;
- Communicates with contacts to notify them of exposure, provides disease and transmission information, gathers data on demographics, living arrangements, and daily activities;
- Asks about signs/symptoms and underlying medical conditions;
- Provides referrals for testing (if appropriate);

- Provides recommendations for self-quarantine and reviews daily monitoring procedures;
- Assesses supports necessary to maintain compliance during self-quarantine;
- Uses standard protocols when conversing/communicating with contacts;
- Coordinates with COVID support team to provide tools (e.g., Q&I kit) to assist with daily monitoring and prevent further spread in home;
- Coordinates with Public Health Nurse to report accurate and timely data updates;
- Other duties as assigned.

Examples of Knowledge

- Health Department policies and procedures;
- HIPAA requirements;
- Clerical practices and procedures;
- Office methods, practices and procedures;
- Confidentiality regulations and practices applicable to records;
- Operate computer systems and related software, including word processing, spreadsheet and proprietary data programs;
- Electronic medical records;
- Maintain files and records according to prescribed standards;
- Maintain documents and records according to prescribed standards;
- Observe and maintain office confidentiality requirements;
- Follow verbal and written instructions;
- Establishes effective working relationships with fellow employees, supervisors, clients and citizens.

Examples of Skills, and Abilities

- Use common office machines;
- Understand and follow instructions;
- Communicate effectively verbally and in writing;
- Follow protocol;
- Organize resources and establish priorities;
- Understand and follow oral and/or written policies, procedures, and instructions.

Qualifications

The knowledge, skills, and abilities are typically acquired through a combination of education and experience equivalent to graduation from high school and one (1) year of office experience. Other combinations of experience may be considered.

Must complete the John Hopkins COVID-19 Contact Tracing Course (must show certificate of completion).

Physical Demands

Must be able to move or lift documents and materials weighing up to 10 pounds, operate standard office equipment, and attend meetings at off-site locations. Local travel is required during the business day; occasional out-of-area and overnight travel may be expected.

Special Requirements

Successful applicant must attend pass a background check.

Application Instructions

Applications for this position are accepted online only through our career portal at <https://www.lccountymt.gov/hr/jobs.html>

For questions on this position or on the application process, please call (406) 447-8316 or e-mail kgrose@lccountymt.gov.

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