



South Central Public Health District (SCPHD) is hiring for the following positions related to COVID-19 response efforts. Positions are temporary and do not qualify for benefits, unless otherwise specified upon hiring. Pay is hourly. Positions are not compatible with telecommuting or remote work.

- Investigator-up to 5 openings
- Contact Tracer/Monitor-up to 10 openings

If interested, please send your resume to [scphd@phd5.idaho.gov](mailto:scphd@phd5.idaho.gov) with the subject line: COVID JOB.

## **Position 1: Contact Tracer/Monitor**

The Contact Tracer/Monitor will call all contacts of anyone diagnosed with COVID-19 to notify of the exposure, document an initial and periodic symptom check, refer them for testing according to established protocols, and provide them with instructions for quarantine. Contact Tracers are required to follow all scripts, policies and procedures provided by SCPHD, and comply with SCPHD training regarding confidential information related to personal information.

### **Responsibilities**

- Call contacts of newly diagnosed patients.
- Communicate with contacts in a professional and empathetic manner.
- Collect and record information on symptoms.
- Provide contacts with approved information about Idaho quarantine procedures, and if appropriate, refer them to testing.
- Contact tracers will follow the script to inform contacts about the importance of quarantine and what to do if symptoms develop.
- Maintain daily contact with supervisor.

### **Qualifications**

- High school diploma or equivalent required. Education or work experience in health, health sciences or public health preferred.
- Ability to exhibit a professional, positive attitude and work ethic

- Excellent interpersonal skills required and ability to interact professionally with culturally diverse individuals during a time of crisis and distress
- Ability to show empathy to distressed individuals
- Excellent organizational and communication skills
- Ability to speak, read, and write English; ability to speak, read, and write Spanish is desired, but not required
- Critical thinking and sound judgment required
- Ability to handle confidential information with discretion and professionalism
- Proficiency with computers
- Familiarity with Idaho's geography; cities/towns/locations required

**Work Schedule:** Some flexibility with days and hours, maximum 20 hours/week for part time and 40 hours/week for full time commitments. Weekend and evening work will be required. Some on-call could be required

## **Position 2: Investigator**

The Investigator will contact those diagnosed with COVID-19 to elicit contacts during infectious period, provide education and instructions for safely self-isolating. This position will conduct or assist with workplace and healthcare facility notification and conduct outbreak/cluster investigations. This position will lead or assist in the development of materials to support investigation activities. Investigators are required to follow all scripts, policies and procedures provided by SCPHD, and comply with SCPHD training regarding confidential information related to personal information.

### **Responsibilities**

- Conduct case investigation for confirmed and probable cases with elicitation of contacts.
- Provide education and resources regarding safe self-isolation practices in the home setting.
- Conduct follow-up phone calls with cases to determine when self-isolation may be safely discontinued.
- Conduct confidential employer notification if workplace risk was present.
- Conduct confidential notification to healthcare facilities if risk was present.
- Provide guidance to healthcare providers, community partners, and facilities.
- Create and maintain disease investigation protocols and other tools or resources (e.g. forms, scripts)
- May conduct contact tracing and/or monitoring activities.

### **Experience, Qualifications, Knowledge, Skills**

- Degree in health field (Public Health; RN; Health Sciences or similar field) or equivalent experience
- Health Science, Public Health or other health care related experience OR;
- Bachelor's degree in Health Sciences, Public Health, or related field.
- Must display good judgment and comfort in making independent decisions, while understand limitations and elevating as needed in the absence of information.
- Ability to exhibit a professional, positive attitude and work ethic.
- Effectively manage multiple investigations and prioritize time effectively in a rapid pace environment
- Effectively interpret guidance and adapt Centers for Disease Control and Prevention (CDC), Idaho Division of Public Health, or South Central Public Health District guidance to various settings.
- Excellent interpersonal skills required and ability to interact professionally with culturally diverse individuals during a time of crisis and distress
- Ability to show empathy to distressed individuals
- Excellent organizational, communication, and written documentation skills
- Critical thinking and sound judgment required
- Ability to handle confidential information with discretion and professionalism
- Proficiency with computers, phones, and other common modes of technology
- Familiarity with Idaho's geography; cities/towns/locations required

**Work Schedule:** Some flexibility with days and hours, maximum 20 hours/week for part time and 40 hours/week for full time commitments. Weekend and evening work will be required. Some on-call may be required.