

JOB TITLE: Pondera County Contact Tracing Coordinator

SUPERVISED BY: Pondera County Public Health Nurse
Pondera County Board of Health
Pondera County Commissioners

SALARY: \$_____ per hour. Pay cycle is **Monthly**.

This is a **non-exempt part-time temporary position**, and will not exceed twelve months. This position will accrue **compensatory time** under the guidelines of the Federal Fair Labor Standards Act and applicable Montana law.

The County is an equal opportunity employer. The County shall, upon request, provide reasonable accommodations to otherwise qualified individuals with disabilities.

This job description is intended to reflect core areas of responsibility and an incumbent employees' knowledge and skill set needed to complete those functions. This document is not intended to catalog each individual duty; employees are routinely called upon to address emerging employer requirements in alignment with individual work units and assignments of jobs. The job description does not constitute an employment agreement between the employer and employee and is subject to change by the employer as the needs of the employer change.

Work Unit Overview: The Pondera County Health Department protects and promotes the health of Pondera County citizens and the environment through the efforts of dedicated and skilled employees and application of sound public health principle. The Department's role is to identify community health problems, diagnose and investigate health problems and health hazards in the community, and enforce laws and regulations that protect health and ensure safety. The mission of the Department is to prevent disease and illness, promote healthy choices and deliver quality health care.

Contact Tracing Job Summary: This position will promote Contact Tracing by following case investigation to process the identity, monitor and support individuals who may have been exposed to a person with a communicable disease, such as COVID-19. This includes working with patients and contacts on isolation (separation of people infected with the virus from people who are not infected) and quarantine (separation of people who might have been exposed to a communicable disease, such as COVID-19, from others. Contact Tracing is a tool that can help slow the spread of infectious diseases in communities using contact tracing, clinics, labs and hospitals.

Supervision Exercised: *List jobs reporting to the subject position and level of supervisory authority.* Moderate supervision is provided for this position. Supervisor reviews program reports, statistics, and other records completed. Interaction with the public and co-workers is highly visible. The primary function of this job is not a supervisory capacity.

Essential Functions of Job (Major Duties or Responsibilities): *These duties are the essential functions and are not all-inclusive of all duties that the incumbent performs.*

- Perform Contact Tracing to individuals within Pondera County regarding communicable health

issues.

- Report daily the status of Pondera County's active communicable health issues when applicable and/or required.
- Advise close contacts who have symptoms and cannot be tested, test positive or develop symptoms, to self-isolate and recover at home for at least 10 days and self-quarantine for 14 days after being exposed.
- Advise individuals with symptoms to isolate themselves from family and pets and use a separate bedroom and bathroom.
- Advise symptomatic individuals to seek medical care if they have any emergency warning signs, such as trouble breathing or persistent chest pain.
- Provide specific instructions to monitor the exposed individual's symptoms.
- Obtain the names of all people with whom the infected individual has had recent close contact with.
- Immediately (usually within 24 hours) alert the identified individual(s) that they may have been exposed to the communicable disease. The name of the individual who may have exposed them CANNOT be shared, which makes the contact tracing process anonymous and confidential.
- Evaluate close contacts by asking them about any symptoms.
- Request that all close contacts be tested for the communicable disease, by providing complete instructions.
- Advise any close contacts without symptoms, cannot be tested or test negative to self-quarantine at home for 14 days after they were exposed.
- Advise that they keep social distance from others, isolate themselves from family and pets, and use a separate bedroom and bathroom.
- Request that they monitor their health and watch for any symptoms of the communicable disease they were exposed to.
- Request that they check their temperature twice per day.
- Instruct them to contact their doctor and health department immediately if they develop any symptoms.
- Request that they send doctors and the health department daily health updates.
- Contact other Pondera County Departments, the general public and other staff members on routine basis.
- Perform other duties as assigned including but not limited to managing special projects, coordinating public meetings, attending meetings and conferences, participating in training and continuing education, etc.

Knowledge, Skills and Abilities:

- Proficiency at computer skills including Microsoft Word, Excel, Power Point, Adobe Reader, e-mail and the Internet.
- Ability to compile, consolidate and summarize information.
- Proficient in proper English use, grammar and spelling.
- Demonstrate effective verbal and written communication skills.
- Work independently in a dependable manner.
- Knowledge of community resources.
- Ability to comprehensively deal with stress.

PONDERA COUNTY
20 Fourth Avenue SW
Conrad, MT 59425

Effective: November 10, 2020

- Ability to learn and use a web-based reporting program for completing on-line reports.
- Knowledge of the local community including its leaders and dynamics.
- Establish and maintain effective working relationships with other agency and organization representatives.
- Perform effective public speaking to groups of varied interests and backgrounds and develop and deliver informative and persuasive presentations.
- Exhibit self-motivated, strong communication, organizational, computer and program development skills.

Education and Experience: These positions require education and experience equivalent to graduation from high school or GED equivalent with specialized course work in the area associated with the specific grant, general office practices and strong verbal and written communication skills. Knowledge of program development, promotion, marketing, education and media communications in a health education program are preferred. Must complete Contact Tracing Training as required by the Montana Public Health Training Center (MPHTC) and Montana Department of Health and Human Services (MDHHS).

Equipment Used:

1. Personal computer, printer, and software
2. Telephone and Smartphone
3. Fax Machine
4. Photocopier
5. Clinical Supplies including, but not limited to, those needed for vaccinations, hemoglobin testing, and lead testing

APPROVED and ADOPTED this 10th day of November, 2020.

Thomas A. Kuka, Chairman of the Board

Dale J. Seifert, Member

James Morren, Member

I HEREBY CERTIFY THAT I HAVE READ AND DO UNDERSTAND THE DUTIES AND RESPONSIBILITIES CONTAINED IN THE ABOVE JOB DESCRIPTION AND WILL FULFILL THESE OBLIGATIONS TO THE BEST OF MY ABILITIES. I FURTHER CERTIFY THAT I WILL COMPLY WITH ALL FEDERAL, STATE AND COUNTY POLICIES THAT APPLY TO THIS POSITION.

Employee's Signature

Date _____

Employee's Printed Name