



**LAC COURTE OREILLES  
COMMUNITY HEALTH CENTER**  
13380 W Trepania Road • Hayward, Wisconsin 54843-2186

**Telephone: 715-638-5100**  
**Administration Fax: 715-634-6107**  
**Medical Records Fax: 715-634-2740**

### **Position Description**

**Position:** Covid -19 Contact Tracer  
(Temporary position until 12/31/2020)

**Location:** Lac Courte Oreilles Community Health Center

**Salary Range:** \$20.00 per hour

**Posting Date:** July 9, 2020

**Closing Date:** Open Until Filled

### **Description of Position:**

The Covid-19 Contact Tracer will work directly with our Covid-19 response team. The Contact Tracer will need to quickly locate and talk with the patients, assist in arranging for patients to isolate themselves, and work with patients to identify people with whom the patients have been in close contact so the contact tracer can locate them. The Covid -19 Contact tracing will be conducted for close contacts (any individual within 6 feet of an infected person for at least 15 minutes) of laboratory-confirmed or probable COVID-19 patients.

### **Qualifications:**

- High school Diploma required.
- An understanding of patient confidentiality, including the ability to conduct interviews without violating confidentiality. Observe all requirements of the Federal Privacy Act and HIPAA regulations.
- Understanding of the medical terms and principles of exposure, infection, infectious period, potentially infectious interactions, symptoms of disease, pre-symptomatic and asymptomatic infection;
- Excellent and sensitive interpersonal, cultural sensitivity, and interviewing skills such that they can build and maintain trust with patients and contacts.
- Basic skills of crisis counseling, and the ability to confidently refer patients and contacts for further care if needed.
- Must be able to work as a team and independently.

- Ability to obtain or have CPR Certification .
- Ability to maintain professionalism in the face of difficult situations.
- Must be able to pass pre-employment and random drug testing.
- Must be able to pass a criminal background check.

### **Duties and Responsibilities:**

1. Coordinating contact tracing efforts with Supervisors and Case Investigators from the Local Health Department.
2. Conducting interviews in a professional manner that reflects emotional and cultural awareness.
3. Collecting and recording accurate information.
4. Calling newly diagnosed patients to trace individuals they had contact with and determining exposure.
5. Interviewing traced contacts, assessing symptoms, and referring them for testing.
6. Providing contacts with regulated information on isolation and quarantine procedures.
7. Collaborating with designated local authorities in supporting the isolation and quarantine of individuals.
8. Maintaining ongoing virtual communication to monitor symptoms.
9. Facilitating health checks and test, as well as referring contacts to available community resources.
10. Complying with all Health Department regulations, including those aimed at protecting personal information.
11. All other duties as assigned by the CH Charge Nurse and Covid -19 Response Registered Nurse.

### **Supervision and Guidance:**

The Covid-19 Contact Tracer will work under the direct supervision of the Covid-19 Response RN with oversight by the Community Health Charge Nurse.

**\*Applicants for employment with the Health Center must submit with the completed application form additional documents including the following:**

**Letter of Interest**

**Resume**

**Credentials**

**Proof of any Stated Qualifications**

**Three (3) Current Letters of Recommendation**

**Academic transcripts**

### **Application Information:**

Applications may be obtained from and submitted to:

Lac Courte Oreilles Community Health Center  
Human Resources  
13380W Trepania Road  
Hayward, Wisconsin 54843  
715-638-5132  
715-634-6107 FAX  
[sklecan@lcohc.com](mailto:sklecan@lcohc.com)

*The Lac Courte Oreilles Community Health Center is an equal opportunity employer. Native American Preference will be given to candidates of equal or comparable qualifications.*

07/09/2020