

LaSalle County Health Department

Job Duties and Qualifications

TEMPORARY EMPLOYEE

COVID-19 Case Investigator/Contact tracer

Minimum Qualifications

- **Associate 's degree from an accredited college or university or LPN, Bachelor's Degree or RN preferred but not required**
- **Holds Valid Illinois driver's license**
- **Has reliable transportation**
- **Exhibits strong communication skills (written and oral)**
- **Computer skills are necessary and should include the ability to access and navigate various databases and software programs following training**
- **Exhibits ability to prioritize and multitask job duties**
- **Exhibits ability to work independently, and as a team player**
- **Exhibits ability to handle tasks assigned accurately, in a timely manner and with minimal supervision**
- **Ability to interact positively with other agencies**
- **Ability to interact positively with other LaSalle County employees and agencies**
- **Excellent communication and organizational skills, and attention to detail**
- **Ability to interact appropriately and effectively with a wide range of persons**
- **Ability to conduct telephone-based or in-person interviews**

Job Description

The Case Investigator/Contact Tracer is responsible for reaching out to all persons who have tested positive or come into close contact with a COVID-19 infected individual and providing them with information and guidance to interrupt ongoing transmission and reduce spread.

The Case Investigator/Contact Tracer will use an IDPH web-based platform to communicate with assigned contacts, obtain symptom information, refer contacts for testing, and provide instructions for isolation and quarantine. Case Investigator/Contact Tracer are required to follow all scripts, policies and procedures provided and will comply with training regarding confidentiality and the handling of personally identifiable information.

SPECIFIC DUTIES

- **Quickly get in touch with diagnosed patients and contacts through text, e-mail, phone calls and other platforms when necessary**
- **Provide cases and contacts with approved information on isolation and quarantine procedures, what to do if symptoms develop and if appropriate, refer them to testing**
- **Work closely with team to efficiently complete case investigations**
- **Systematically collect and record information in a local database**
- **Communicate with your team and supervisor when contact cannot be made with an individual and understand the best way to address the problem**

- Participate in regular Surveillance & Investigation Program meetings and trainings such as case reviews, communicable disease manual training, and others as deemed necessary
- Participate in outbreak investigation in high-risk settings such as long-term care facilities and congregate living sites
- Performs other COVID related duties as assigned

WORK ENVIRONMENT AND PHYSICAL REQUIREMENTS

The position requires travel to/from main office. The position requires responding to public health emergencies and at times requires rapid turnaround of communications on short notice.

Selected candidates require successful background check and drug screening.

This position is TEMPORARY Position. Flexible hours vary dependent on current case load. Estimated hours are 20-40 hours per week. Requires days and weekends. The position is GRANT FUNDED through May 31, 2021. Continuation of the position is dependent on renewed grant funding. Eligible candidates can apply for full time employment if it becomes available.

SALARY AND BENEFITS

Salary Range is 15.53 -18.87 per hour, depending on educational qualifications. Temporary employees are not eligible for paid time off or employee insurance.