

## Job Posting: Notice of Vacancy

It is the intention of the LaSalle County Health Department to fill one or more vacancies in the following job classification.

Job Title: Case Investigator/Contact Tracer  
TEMPORARY POSITION – GRANT FUNDED

Location: LaSalle County Health Department

Department: LaSalle County Health Department  
717 E Etna Rd  
Ottawa, IL 61350

Regular Work Week: Days and Weekends

Hours of Work: Scheduled hours will vary

Wage: \$12.29 – \$19.15 per hour, depending upon educational qualifications

Position is: Non-Union

See *Job Description* for Duties, Minimum Qualifications and Physical Demands

Interested persons should apply by completing the County application and returning it to:

LaSalle County Health Department  
717 E Etna Road  
Ottawa, IL 61350

Email: [environmentalhealth@lasallecounty.org](mailto:environmentalhealth@lasallecounty.org)

## **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 is located at the LaSalle Count Health Department.

This position is TEMPORARY Position. Flexible hours vary dependent on current case load. Estimated hours are 29 hours per week. Requires days and weekends. **The position is GRANT FUNDED through December 31, 2021. Continuation of the position is dependent on renewed grant funding.** Eligible candidates can apply for full time employment with department if it becomes available.

#### **SALARY AND BENEFITS**

Salary Range is 12.29 -19.15 per hour, depending on educational qualifications. Temporary employees are not eligible for paid time off or employee insurance.