

**YUROK TRIBE JOB DESCRIPTION**  
**Case Investigator**

Job Title:	<b>Case Investigator</b>	Job Grade	<b>7/8</b>
Department	<b>Public Health</b>	Location	<b>Various</b>
Reports To:	<b>Regional Supervisor</b>	FLSA Status	<b>Non-Exempt</b>
<b>ALL HIRING IS SUBJECT TO THE YUROK TRIBE'S HIRING PREFERENCE</b>			
Salary Range	<b>\$22.04-24.16/24.16-31.52</b>		

**POSITION SUMMARY:**

The Case Investigator will be responsible for contacting Yurok Tribal Citizens and Community Members confirmed with COVID-19 infection to provide education regarding the recommendation to self-isolate, assess their ability to safely comply with the recommended control measures, and to elicit information on close contacts who need to be notified of their exposure. Although case investigators will prioritize contacting and interviewing cases by phone, there will also be the need for case investigators to perform field visits to reach individuals who do not respond to electronic (phone/text/email) contact attempts.

**DUTIES AND RESPONSIBILITIES:**

1. Follow the set protocol for contacting assigned newly diagnosed COVID-19 case patients and document all contact attempts and timeframes in a timely manner.
2. If unable to reach case patient after set number of required phone calls/texts/emails have been made, perform field visit if residential or work address is available.
3. Assure appropriate donning/doffing of PPE whenever in-person patient interactions are required.
4. Make sure all case patients are given the contact information for their local health department and the Care Resource Coordinator covering their jurisdiction in case social needs arise during the isolation period.
5. Maintain daily contact with regional supervisor and Yurok Public Health department to receive assignments and make sure departmental needs are being met.
6. Use a scripted template to guide the interview process and assure all required questions are asked, education given, and interaction is conducted with professionalism and empathy to encourage forthrightness.
7. Explain the importance of adherence to control measures and the need for contact tracing to prevent disease transmission and keep communities healthy and ensure all follow up questions are answered.
8. Complete data entry for case interview and elicited close contacts into the designated system immediately after obtaining. This will ensure the contact tracers can initiate the notification process of all close contacts as soon as possible.
9. Regular follow up and case management from initial contact through case closure.
10. Data retrieval, analysis, and reporting
11. Must be able to travel within assigned region.
12. Other duties as assigned

## YUROK TRIBE JOB DESCRIPTION

### Case Investigator

#### **KNOWLEDGE, SKILLS, AND ABILITIES:**

1. Ability to exhibit a professional and positive attitude and a good work ethic
2. Ability to prioritize workload, set and meet deadlines
3. Ability to follow directions given by assigned local health department and regional supervisor to ensure the needs of the program are being met.
4. Exhibit excellent interpersonal skills required and ability to interact professionally with culturally diverse populations
5. Ability to think critically and use good judgement in all decision making
6. Fluency in languages other than English is a PLUS
7. Ability to show empathy to distressed individuals
8. Proficiency with computers

#### **MINIMUM QUALIFICATIONS:**

1. Previous experience in nursing is preferred
2. Ability to speak, read, and write English
3. Ability and willingness to go into the field to locate and interview hard to reach case patients
4. Ability to handle confidential information with discretion and professionalism
5. Preferred Yurok resident for greater than one year, with familiarity with counties/villages/communities
6. Maintain a valid driver's license.

#### **EDUCATION:**

Grade 7: A bachelor degree or one year of specialized experience is qualifying.

Grade 8: A bachelor degree and one year of experience.

Specialized Experience is considered experience that equipped the applicant with the particular knowledge, skills, and abilities to perform successfully the duties of the position, and that is typically in or related to the position to be filled. To be creditable, specialized experience must have been equivalent to at least the next lower grade level. Applicants who have the 1 year of appropriate specialized experience are not required to have general experience, education above the high school level, or any additional specialized experience to meet the minimum qualification requirements.

Equivalent combinations of education and experience are qualifying for all grade levels and positions for which both education and experience are acceptable.

#### **CONDITIONS OF EMPLOYMENT:**

1. The job environment is home based.
2. Significant travel though the region and Yurok Reservation and Service Area will be required

## YUROK TRIBE JOB DESCRIPTION

### Case Investigator

3. The routine work schedule will be in shifts based on the needs of the Local Health Departments. However, this position is very demanding and time consuming requiring the incumbent to work flexible hours to comply with the needs of the local health departments they are supporting.
4. The employee is expected to make adjustment when necessary to meet the changing needs of the state and local health departments.
5. This may on occasion include evening and weekend hours and willingness to go into the field to assist with case investigation or contact tracing efforts for hard to reach individuals.
6. Periodic assignment away from the duty station may require extended hours away from home.
7. All applicants are subject to the Tribe's Drug and Alcohol Policy including pre-employment screening.
8. Valid state issued driver's license and/or the ability to obtain a California or Oregon driver's license. Must be insurable on the Tribe's insurance policy.
9. Must pass a comprehensive background check.
10. LANGUAGE SKILLS: Must have the ability to read, write and comprehend simple instructions, short correspondence, and memos. With ability to effectively present information in one-on-one and small group situations to customers, clients, and other employees of the organization. Knowledge of Yurok language is preferred but not required.
11. REASONING ABILITY: Apply common sense understanding to carry out instructions furnished in written, oral and/or diagram form. With ability to deal with problems involving several concrete variables in standardized situations.
12. PHYSICAL DEMANDS: While performing the duties of this job, the employee is frequently required to walk, stand and use hands to finger, handle, or feel. The employee is required to sit, reach with hands and arms, climb or balance, stoop, kneel, crouch, or crawl, talk and hear. The employee must occasionally lift and/or move up to 20 pounds.
13. VISION REQUIREMENTS:
  - Close vision (clear vision at 20 inches or less).
  - Color vision (ability to identify and distinguish colors).
  - Depth perception (three-dimensional vision, ability to judge distances and spatial relationships).
  - Ability to adjust focus (ability to adjust the eye to bring an object into sharp focus).

I, \_\_\_\_\_, (print name), acknowledge receiving a copy of this job description. I also understand that, as an employee, I am expected to perform my assigned duties, to read and abide by all Yurok policies and procedures—personnel, vehicle usage, procurement, etc. I understand that any violations of all established policies and procedures may lead to disciplinary measures, up to and including termination.

\_\_\_\_\_  
Employee Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Employee #

YUROK TRIBE JOB DESCRIPTION  
Case Investigator

---

Supervisor Signature

---

Date