YUROK TRIBE JOB DESCRIPTION

Contact Tracer

<table>
<thead>
<tr>
<th>Job Title:</th>
<th>Contact Tracer</th>
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</thead>
<tbody>
<tr>
<td>Job Code:</td>
<td>4/5</td>
</tr>
<tr>
<td>Department:</td>
<td>Public Health</td>
</tr>
<tr>
<td>Location:</td>
<td>Various</td>
</tr>
<tr>
<td>Reports To:</td>
<td>Regional Supervisor</td>
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<tr>
<td>FLSA Status:</td>
<td>Non-Exempt</td>
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**ALL HIRING IS SUBJECT TO THE YUROK TRIBE’S HIRING PREFERENCE**

**Salary Range**: $16.54-21.58/$18.23-23.79

**POSITION SUMMARY:**

The Contact Tracer will be responsible for contacting Yurok Tribal Citizens and Community Members who have been identified as a close contact to a confirmed COVID-19 case. Contact tracers will use a web-based client resource management (CRM) platform to notify all close contacts of their exposure, determine presence of symptoms, refer for testing is needed, and provide the appropriate isolation or quarantine education and guidance.

Although contact tracers will prioritize notification of contacts by phone, there will also be the need for contact tracers 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 named close contacts to confirmed COVID-19 patients and document all contact attempts and timeframes in a timely manner.
2. If unable to reach close contact 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. 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.
5. Maintain daily contact with regional supervisor and assigned local health department to receive assignments and make sure the needs of the local health departments are being met.
6. 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.
7. Explain the importance of adherence to control measures to prevent disease transmission and keep communities healthy and ensure all follow up questions are answered.
8. Complete data entry for contact notification outcomes into the designated system accurately and in a timely manner.
9. Immediately report problems or concerns with contact tracing progress to Regional Supervisor for trouble shooting and assistance.
10. Support the Local Health Director in issuance of quarantine or isolation orders, when directed.
11. Serve as data entry support for local health departments, as needed.
12. Must be able to travel within assigned region.
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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 and ability to interact professionally with culturally diverse populations during a time of crisis and distress
5. Ability to think critically and use good judgement in all decision making
6. Ability to show empathy to distressed individuals

MINIMUM QUALIFICATIONS:

1. Ability and willingness to go into the field to locate and interview hard to reach contacts.
2. High school diploma, or equivalent required
3. Ability to speak, read, and write English
4. Fluency in languages other than English is a PLUS
5. Ability to handle confidential information with discretion and professionalism
6. Preferred Yurok Reservation resident for greater than one year, with familiarity with counties/villages/communities

EDUCATION:

G4: 1 year above high school or six (6) months of specialized experience.
G5: 2 years above high school or one year of specialized 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.

WORKING CONDITIONS:

1. The job environment is home based.
2. Significant travel though the region and Yurok Reservation and Service Area will be required
3. Routinely there may be some minor physical inconveniences or discomforts in the work setting, including sitting for moderate periods of time and repetitive wrist motion
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4. The job environment can be intense as high volume; repetitive work is an expectation.

CONDITIONS OF EMPLOYMENT:

1. All applicants are subject to the Tribe’s Drug and Alcohol Work Place Policy including pre-employment screening.
2. 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. If applicable.
3. Must pass a comprehensive background check.
4. 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.
5. 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.
6. 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.
7. 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 #

____________________________   _____________________
Supervisor Signature       Date