



UMATILLA COUNTY POSITION DESCRIPTION

Department: UCo Health
Position Title: Contact Tracer

Employee Name: _____

Effective Date: _____

Job Series:

Salary Range: 20

Union Covered: Yes

BOLI Exempt: No

GENERAL DESCRIPTION OF POSITION

The primary duties will be to collect data through phone interviews, to gather and analyze data and to maintain accurate records to proactively support the health of the community through conducting communicable disease investigations. Training will be provided.

SUPERVISORY RELATIONSHIPS

This position reports directly to the Communicable Disease Manager and functions as a member of the communicable disease team.

PRINCIPAL DUTIES OF POSITION

- Investigate disease reports in an attempt to control and reduce outbreaks and potential outbreaks. (EE)
- Consult with infection prevention staff at local hospitals. (EE)
- Consult with health providers in the community as needed for the purposes of infection prevention. (EE)
- Gather and analyze data, maintain accurate records, and prepare clear, concise reports. (EE)
- Proactively provide resources to the community when a public health or community emergency is occurring to prevent disease from occurring. (EE)
- Promote prevention education through social media and other avenues. (EE)
- Collect and analyze data to proactively determine community needs to support the health of the community and to promote public health programs. (EE)

OTHER DUTIES OF POSITION

- Actively promote the mission of the department. (EE)
- Participate in occasional events as needed, outside of regular scheduled work hours, to include: conferences, community meetings, workshops, media events, and public health emergencies. (EE)
- Other duties as may be assigned. (EE)

REQUIREMENTS FOR POSITION

Minimum Requirements:

- Associate degree from an accredited program; **OR**, two years of experience in community outreach, stakeholder engagement, data collection, or conducting interviews.
- Ability to exhibit a professional, positive attitude and work ethic
- Excellent interpersonal skills required and ability to interact professionally with culturally diverse individuals during a time of crisis and distress
- Excellent organizational and communication skills
- **Bilingual in Spanish**; Ability to speak, read, and write English & Spanish
- Critical thinking and sound judgment required
- Ability to handle confidential information with discretion and professionalism
- Proficiency with computers
- Ability to be intuitive, work independently, and as part of a team.

Preferred Qualification:

- Bachelor degree in public health, natural sciences, nursing, or related fields from an accredited program.
- Experience in nursing or epidemiology
- Currently hold registration with Certification Board for Infection Control and Epidemiology (CBIC); or Association for Professional in Infection Control and Epidemiology (APIC)

PHYSICAL DEMANDS

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential job functions.

While performing the duties of this job, the employee is frequently required to walk, sit, bend, talk and hear. The employee is required to use hands to finger, handle, or operate objects, tools, or controls; and reach with hands and arms.

The employee may occasionally lift and/or move up to 25 pounds. Specific vision abilities required by this job include close vision and the ability and adjust focus.

TOOLS AND EQUIPMENT USED

Computer, including word processing, data base, Internet, and spreadsheet programs; calculator, telephone, copy machine, fax machine and postage machine.

WORK ENVIRONMENT

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential job functions.

While performing the duties of this job, the employee works in an office environment; the

employee rarely works in outside weather conditions. The noise level in the work environment is usually quiet.

Umatilla County complies with social distancing requirements.

This description covers the most significant essential and auxiliary duties performed but does not include other occasional work which may be similar, related to, or logical assignment to the position.

The job description does not constitute an employment agreement between the employer and the employee and is subject to change by the employer as the needs of the employer and requirements of the job change.

Employee's Signature/Date