



Prevent • Promote • Protect
OGLE COUNTY HEALTH DEPARTMENT
JOB DESCRIPTION

POSITION TITLE: Contact Tracer (Clinical & Non-Clinical Positions) DATE ISSUED: June 2020

PROGRAM: Communicable Disease DATE REVISED: June 8, 2020

RESPONSIBLE TO: Public Health Administrator

POSITION SUMMARY

The Ogle County Health Department (OCHD) is hiring, training and supervising a contact tracing team in response to the COVID-19 pandemic. This team is critical in minimizing disease transmission and slowing outbreak progression in the community. Additionally, it allows the team to provide individuals with the education and support to protect themselves and their families. Through the contact tracing process, individuals are provided with education and guidance to: understand their risk of illness; quarantine themselves from others who are not exposed; monitor themselves for illness; and minimize the possibility that they could spread the infection to others.

The aim of the contact tracing team will be to interview persons identified as household or non-household close contacts to confirmed or probable cases of COVID-19. Contact tracing interviews/phone calls will consist of: ascertaining contacts' symptoms and risk, gathering further information on exposure, providing guidance on minimizing their risk of potential transmission, explaining the contacts' quarantine responsibility and the details and processes for contact monitoring. These efforts will lead to more targeted testing, improved communication with individuals in the community, a more successful implementation of quarantine, and ultimately, better control of the pandemic in Ogle County.

DESCRIPTION OF DUTIES:

1. Follow all scripts, policies and procedures provided by OCHD, and comply with OCHD training regarding confidential information related to personal information.
2. Call and communicate, in a professional empathetic manner, with household and non-household close contacts of COVID-19 patients.
3. Provide contacts, as applicable, with approved information about OCHD quarantine procedures, testing resources, and contact monitoring procedures.
4. Inform citizens on the importance of quarantine requirements and steps to follow if symptoms develop.
5. Support those under isolation or quarantine to meet basic needs in conjunction with health department leadership and the Ogle County Emergency Operations Center (EOC).
6. Record information in the online, secure client management system.
7. Report appropriate information to OCHD leadership to assist with decision making, situational awareness and appropriate interventions to control outbreaks.
8. Maintain daily communication with supervisor/lead on activities and tasks.
9. Perform other duties as assigned.

907 Pines Rd, Oregon, IL 61061 • 510 Lincoln Hwy, Rochelle, IL 61068

P: 815.562.6976 • F: 815.732.7458 • health@oglecounty.org

www.health.oglecounty.org



SKILLS, KNOWLEDGE AND ABILITIES:

Should possess:

Relevant experience related to the position and an understanding of health and disease.

Exhibit a professional, positive attitude and work ethic.

Exhibit excellent interpersonal skills and the ability to interact professionally with culturally diverse individuals during a time of crisis and distress.

Exhibit an ability to speak, read, and write English.

Bilingual is preferred. (Spanish/English)

Exhibit sound critical thinking and judgement skills.

Exhibit the ability to handle confidential information with discretion and professionalism.

Exhibit proficiency with computers and software programs.

Be available some weekends and evenings.

EDUCATION AND EXPERIENCE:

Candidates must be at least 18 years old and possess a high school diploma or GED equivalent.

ADDITIONAL INFORMATION:

The contact tracing team will consist of employees hired on a temporary basis to help OCHD in response to the COVID-19 pandemic. Initial employment will be thru May 31, 2021 with a probable extension.

Interested parties should email resumes and letters of interest to abardell@oglecounty.org or by mail to the attention of Amy Bardell at:

Ogle County Health Department
907 Pines Rd
Oregon, IL 61061