



Western Upper Peninsula Health Department

COVID-19 CASE INVESTIGATOR/CONTACT TRACER, RN

JOB POSTING

Date:	September 15, 2020
Status:	Part-time, 80% FTE – Temporary Position The duration of this position is expected to last approximately one year.
Classification:	Non-Exempt
Wage Range:	\$23.15/hr. to \$25.94/hr.
Bargaining Unit:	Michigan Nurses Association
Location:	Position may work out of any office
Reports to:	Director, Public Health
Deadline to Apply:	Until filled
Positions Available:	2

POSITION SUMMARY:

Under the direction of the Director, Public Health, and with work guidance from the COVID-19 Planning Coordinator conducts disease case investigation and management to individuals infected with COVID-19. May use a web-based client resource management platform to call all contacts of anyone diagnosed with COVID-19 to document a symptom check, refer them for testing according to established protocols, and provide them with instructions for quarantine. Provides services to identified at-risk populations by telephone. Provides consultation and education on COVID-19 mitigation. Encourages the promotion and maintenance of health and

the prevention of disease and disability. May perform special projects as assigned. During a public health emergency, position may be assigned to any job needed inside or outside Western U.P. Health Department.

ESSENTIAL FUNCTIONS:

1. Investigate reported COVID-19 cases by interviewing infected individuals by phone to determine the likely source of illness, close contacts, and the potential for outbreak.
2. Implement isolation and quarantine recommendations per protocol and teach measures to prevent further spread to contacts and the community, monitor symptom progression/resolution, provide case management and referral to appropriate community resources. Facilitate follow-up testing where appropriate.
3. Call contacts of newly diagnosed patients. Collect and record information on symptoms into the web-based client resource management platform. Provide close contacts with approved information and instructions about quarantine procedures, and if appropriate, refer contacts for testing according to protocol and/or to the COVID-19 Planning Coordinator for social resources. Monitor contacts. Work closely with and consult COVID-19 Planning Coordinator and Contact Tracing team as appropriate.
4. Maintain awareness of community. Use professional skills to identify individuals and groups whose behaviors place them at risk for health problems. Advocate for individuals and populations both within the health department and the community. As a representative of the health department, serve on committees and community forums.
5. Inform individuals in the community of current health department services, concerns, and goals through group presentations, personal contacts, written materials, and through the media. Participate in the selection and development of written materials for use in client education.
6. Provide health information to the public and make referrals to appropriate agencies.
7. Provide consultation and direct services to defined at-risk populations.
8. Maintain up-to-date case records and reports documenting service delivery and caseload management.

OTHER DUTIES AND RESPONSIBILITIES:

1. Attend all staff meetings and in-services, as required.
2. Maintain professional growth and development; keep abreast of current trends and legislation in the field. Maintain professional affiliations and licensure.
3. During a public health emergency, position may be assigned to any job needed inside or outside Western U.P. Health Department.
4. Perform other duties as required.

JOB QUALIFICATIONS:

1. Associate's degree in nursing. Bachelor's degree preferred.
2. Possession of a current license to practice as a Registered Nurse in Michigan.

3. Comprehensive knowledge of nursing theory, principles and practice, and knowledge of public health programs and regulations, normally acquired through one or more years of experience in acute care, pediatrics, public health, or community health nursing.
4. Ability to think critically and make accurate, independent, sound nursing judgements.
5. Well-developed organizational skills, detail oriented, accurate, with flexibility to manage multiple assignments.
6. Strong working knowledge of computers and technical skills with ability to access and navigate databases and variety of common software programs.
7. Good written and verbal communication and interpersonal skills. Ability to present, discuss, and explain public health issues to individuals or public groups and conduct telephone-based or in-person interviews.

PHYSICAL REQUIREMENTS:

- Sufficient mobility to work in office, clinic, and community settings.
- Sufficient vision to read printed materials and computer screens, and hearing and speech to communicate in person or over the telephone.
- Ability to perform tasks involving physical activity which may include lifting and carrying up to 25 pounds, bending, stooping, standing, pulling/pushing or moving objects using proper body mechanics.
- Ability to work varied schedules that may include evenings and weekends.
- Ability to travel within region and state.

WORK ENVIRONMENT:

- Indoor work areas; little or no hazards in office setting.

The statements in this job description are not intended and should not be construed to be an exhaustive list of all duties, responsibilities, skills, efforts, or working conditions associated with this job. They are intended to reflect principal job elements and describe the general nature and level of work performed by people assigned to the job.

To apply: Please submit a cover letter and resume to lotto@wuphd.org, or submit by fax to Human Resources, 906-482-9410, or mail to Human Resources, Western U.P. Health Department, 540 Depot Street, Hancock, MI 49930.

www.wuphd.org

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