POSITION VACANCY

CONTACT TRACER

$22.00/hour

Monday-Friday (Flexible hours between 8:00 am and 4:30 pm)
19.50 hours/week
Part-time; No Benefits

CLOSING DATE: Applications accepted until position filled

SUMMARY OF POSITION: Under general supervision of the Director of Health, is responsible for assisting the health department in case investigation and contact tracing of those who have been diagnosed with COVID-19 and those who may have been in close contact with the infected person. The COVID-19 Contact Tracer will provide health education and guidance to interrupt ongoing disease transmission. Duties include but are not limited to: Initiating prompt communication with people diagnosed with COVID-19 and who may have been exposed to someone with COVID-19 (contacts) through the use of the state of Connecticut electronic Contact tracing system.

DESIRABLE KNOWLEDGE AND SKILLS: Strong verbal and written communication skills, including active listening. Ability to interact in a non-judgmental manner with culturally diverse populations and persons experiencing a wide range of social conditions. Ability to work independently and as part of a team. Proficient with computers use. Knowledge of the cause, transmission, and prevention of COVID-19. Ability to use discretion, maintain confidentiality, and ethical conduct.

MINIMUM QUALIFICATIONS: Bachelor’s degree from a recognized college or university with a major in public health, biological sciences, communications or related field preferred. Associate degree with experience in public health surveillance systems, health education, community outreach, linkage to care, social services, or other public health services will be considered. Bilingual (English/Spanish) a plus but not required.

Applications and job description are available on our website at: www.townofmanchester.org. To apply online, please visit www.townofmanchester.org. The Town reserves the right to limit the number of applications it accepts. No faxed or e-mailed resumes and/or applications will be accepted.

The Town of Manchester shall not discriminate on the basis of race, color, creed, age, sex, national origin, physical disability or sexual orientation. The Human Resources Department provides reasonable accommodation to persons with disabilities in accordance with the Americans with Disabilities Act (ADA). If you need an accommodation in the application or testing process, please contact the Human Resources Department.

The Town of Manchester is an equal opportunity employer and encourages applications from women, men, minorities, veterans, and the disabled.

The above posting is intended as a guide for personnel actions and must not be taken as a complete description of the position or the process.

Vacancy No. 2020-042
September 23, 2020