



JOB DESCRIPTION

Job Title	COVID-19 Contact Tracer
Department	Student Services
Reports To	Executive Director of Student Services
Classification	Hourly Classified
Location	Varies
Salary	On Schedule
Length of Contract	Limited Term

This job description in no way states or implies that these are the only duties to be performed by the employee occupying this position. Employees may be required to follow other job-related instructions and to perform other job-related duties as requested, subject to all applicable state and federal laws. Certain job functions described herein may be subject to possible modification in accordance with applicable state and federal laws.

Job Summary

The COVID-19 Contact Tracer is responsible for performing tasks related to the District’s response to COVID cases. The Contact Tracer is a disease investigator who will interview students and staff that have tested positive for COVID-19. The Contact Tracer will communicate with principals, students, staff, and families regarding quarantine periods for anyone who is considered to be a close contact to remain out of school for the duration of the quarantine period. This includes communication, tracking, and reporting. The COVID Contact Tracer works under the direction of the Executive Director of Student Services to perform these tasks.

Essential Job Functions

- Conducts disease investigation contact tracing and monitoring of persons diagnosed with COVID-19.
- Work closely with the Communicable Disease Division teams at the Eau Claire City/County Health Department.
- Interviews students and staff who have tested positive for COVID-19.
- Documents all contacts according to established procedures.
- Communicates with those who are deemed to be in close contact to the positive case and conveys accurate information to them regarding District and the Wisconsin Department of Health guidelines for quarantine periods.
- Keeps accurate medical records.
- Maintains confidential document and ensures that protected information is not shared.
- Performs related clerical and record-keeping duties.

Ancillary Job Functions

- Attends related training as required by the Eau Claire City/County Health Department.
- Performs other related duties as assigned.

Required Qualifications – Required qualifications to effectively perform the job at the time of hire. An equivalent combination of education, training, and experience will be considered. Additional requirements and/or substitutions may be requested and require the approval of HR.

- High School Diploma or GED.
- Training and/or relevant experience using Microsoft Office products.
- Must be able to work flexible hours including evenings and weekends.
- Reliable transportation to travel between District locations in compliance with the District driving policy.

Preferred Qualifications – Highly desired education, training, and/or experience that may be helpful in performing the job, if applicable.

- Associate degree in a related field.
- Experience and/or training conducting telephone or in person interviewing.
- Experience and/or training in data collection and data entry.
- Experience with health education, community outreach, social services or other public health services.

Knowledge, Skills, and Abilities – May be representative, but not all-inclusive, of those commonly associated with this position.

- Ability to manage and relate to children and families in difficult situations.
- Strong verbal and written communication skills.
- Excellent interpersonal skill and ability to interact professionally with culturally diverse individuals during a time of crisis and distress.
- Ability to use sound judgement in responding to issues and concerns.
- Ability to use discretion, maintain confidentiality and ethical conduct.
- Strong time management skills.
- Ability to work independently and as part of a team.
- Ability to work remotely, with existing high-speed internet connection, in an interruption free environment.
- Proficiency with computers including Excel, Outlook, Word.
- Ability to conduct tasks with a high degree of accuracy and confidentiality.

Work Environment – Environmental or atmospheric conditions commonly associated with the performance of the functions of this job.

- Normal classroom/office environment.
- May be exposed to bodily fluids and/or students with COVID symptoms.

Physical Requirements – The physical demands described below 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 essential functions.

- Regularly required to talk and hear.
- Must be able to grasp, push, reach, stand, and bend/stoop/kneel/crouch.
- Ability to lift up to 10 pounds.
- Regularly required to wear personal protective equipment.