



POSITION AVAILABLE

Job Title: CONTACT TRACER (Part-Time)
Department: Public Health Department
Job Location: Anahuac
Annual Salary: \$16 - \$18 hourly (based on experience)
Application Period: August 21, 2020 - until filled

Job Summary: Responsible for supporting local efforts to combat the COVID-19 pandemic at the community level with daily interactions by telephone interview with identified contacts of each person diagnosed with COVID-19 etc.

Duties include, but are not limited to:

- Call contacts of newly diagnosed patients.
- Communicate in a professional and empathetic manner toward distressed individuals.
- Collect and record information into the reporting system, Texas Health Trace (TRT), as well as local surveillance and management system.
- Provide contacts with approved information, including written information about Chambers County quarantine procedures, and if appropriate, refer them to testing according to protocol.
- Contact tracers will follow the script to inform contacts about the importance of quarantine, and explain in detail what it entails, and answer any questions. They also will have necessary information to provide contacts on what to do if symptoms develop. They may not deviate from the script or provide information that is not included in the script.

APPLICANTS MUST MEET THE FOLLOWING QUALIFICATIONS:

1. High school diploma, or equivalent and some college level coursework completed preferred.
2. Prior Contact Tracing or Health, Infectious Disease, or Social Service Case related experience preferred.
3. Bilingual in Spanish and English desirable
4. Any applicant conditionally selected for this position will be required to submit to a physical and drug testing, before commencing employment

Please apply at:

Human Resources Department
102 Airport Rd
Anahuac, TX. 77514
(409) 267-2487
Fax: 409.267.6685
HR@chamberstx.gov