



**Job Title:** COVID-19 Case Investigator / Contact Tracing

**FLSA Status:** Non-Exempt

**Reports to:** Program Manager

### About the Department

The Pueblo Department of Public Health and Environment (PDPHE) promotes and protects the health and environment of Pueblo County through prevention strategies, advocacy, partnerships, and leadership. We continually strive to ensure a thriving, healthy, and safe community. PDPHE is accredited by the Public Health Accreditation Board and each employee contributes to the implementation of the Strategic Plan and are important to the achievement of the mission.

### Position Summary

Provide epidemiologic and disease related technical consultation related to surveillance, investigation, control, and follow up of COVID-19 cases and contacts in Pueblo County. Responds to inquiries from the medical community and the general public concerning infectious disease.

### Essential Job Functions

- Facilitate communication between patients, laboratories, private healthcare providers, local and state public health entities in the area of disease reporting.
- Monitor Electronic Disease Reporting Systems for COVID-19 cases.
- Perform independent case management, including but not limited to, education to patients regarding COVID-19, providing exclusion recommendations, following Colorado public health guidelines when issuing recommendations for cases.
- Investigate reportable COVID-19 cases. Conduct patient interviews and contact tracing.
- Ensure the consideration of the role of cultural, social, and behavioral factors in the accessibility, availability, acceptability, and delivery of health services.
- Maintain professional knowledge in applicable areas and keep abreast of changes in job-related rules, statutes and laws regarding communicable control, practices and techniques.
- Utilize current evidence-based best practices in completing assigned caseload.
- Complete accurate, detailed charting as appropriate, using both paper and electronic methods.

- Maintain client confidentiality.
- Participate in Department and community emergency response training and drills consistent with job classification in support of public health emergency and disaster preparedness and use of incident command structure.
- Performs other functions as required to fulfill the expectations of the position and the goals and objectives of assigned program/projects and the agency.

### **Knowledge, Skills, and Abilities**

- Well organized and efficient in managing multiple responsibilities.
- Outstanding verbal and written communication skills.
- Knowledge of client confidentiality, health care technology, equipment, supplies, and materials needed for medical treatment.
- Knowledge in principles and practices of epidemiology as it relates to COVID-19 surveillance, investigation techniques, conducting outbreak investigations, and data management.
- Knowledge of chart documentation requirements, medical record forms, State and Federal laws that govern release of health care information, patient consent.
- Ability to engage with and work with other personnel, providers, and partners.
- Demonstrates ability to develop and maintain working relationships with diverse populations and cultures; ability to engage clients and families in a care plan.

### **Qualifications | Requirements**

Minimum Required Education: High School diploma or General Education Development (GED) equivalent with three years' work experience in the Pueblo community.

Preferred Education: Associates degree with up to two years' work experience in the Pueblo community or bachelor's degree from an accredited college or university, with no experience.

Note: Any acceptable combination of education (minimum required), training, and experience that provides the above knowledge, abilities, and skills may be substituted.

Fluency in writing, texting, and speaking English. Ability to speak, text, and write fluently in Spanish is desired.

Must possess and maintain a valid Colorado driver's license and be able to provide personal transportation for work-related business. If nursing degree: must provide current Colorado license. Must obtain annual flu vaccination and any job specific immunizations. May be required to submit to a two-step PPD test.

### **Work Environment | Physical Demands**

Work schedule is full time and will include evenings, weekends, and holidays.

The work may require long periods of sitting, standing, recurring bending, crouching, stooping, stretching, reaching or similar repetitive movements. The work requires the ability to speak fluently and to use normal or aided vision and hearing. May be required to lift and carry up to 20 pounds occasionally.

Work is subject to recurring and inflexible deadlines and frequent interruptions. Employee will be required to respond to emergencies, as needed.