



District Case Investigator (Contact Tracer)

Status: Contract, temporary position to start as soon as possible

Days: Variable

Hours: 10 - 20 hours/week

Commitment: At least 6 months

Hourly Rate: \$20.00/hour

Job Duties

The Virginia Department of Health's Thomas Jefferson Health District is hiring a temporary administrative support person to act as a Case Investigator for 2019 novel coronavirus (referred to as COVID-19). The position will be based at the Charlottesville/Albemarle Health Department, but there may be an opportunity to telework. The position will be responsible for all aspects of conducting COVID-19 investigations, including calling people with COVID-19 within the health district, identifying and collecting contact details for their contacts, and connecting contacts to testing. The person hired should be extremely organized, flexible, friendly, very comfortable talking with people over the phone, and must follow confidentiality and HIPAA guidelines. Training will be provided.

Duties and Responsibilities include, but are not limited to:

- Calling known COVID-19 cases
- Collecting information regarding symptoms and onset
- Identifying and calling individuals who may have come in contact with a COVID-19 infected person
- Connecting contacts to testing
- Promptly entering information and data that is gathered into an online form
- Providing general information about COVID-19 using provided talking points
- Attending meetings and trainings pertaining to case investigation expectations
- Adhering to confidentiality and HIPAA guidelines

Preferred Qualities and Qualifications:

- Extremely organized and able to adapt to changing situations
- Case investigation background or Incident Command knowledge (encouraged to apply if applicable)
- Flexible, friendly, calm demeanor and personality
- Comfortable cold-calling and talking with a range of community members over the phone
- Ability to work independently and as part of a team

TO APPLY-
submit an application via [THIS LINK](#)