

MAPLE RUN UNIFIED SCHOOL DISTRICT
Job Description

Job Title: Contact Tracer
Location: Maple Run Unified School District
Job Group: Non-Union
Reports To: Principals

Summary: The Contact Tracer is responsible for reaching out to students, families, and/or employees who have been exposed to COVID-19 to provide guidance to interrupt ongoing disease transmission. Discussions will be guided by standard procedures to obtain symptom history and other relevant health information, provide instructions for self-quarantine. This is a grant funded position and will end with the end of the grant.

Essential Duties and Responsibilities: *The duties, responsibilities, and expectations for this position are to be carried out in a manner that will ensure the continued goodwill, cooperation, and confidence of parents, staff, administration, and the Board of School Directors.*

1. Initiates prompt communication with students, families, or staff who are confirmed cases or exposed to COVID-19 (close contacts) through phone calls, email, and other communication platforms, as necessary. Every effort should be made to communicate with the contact through telephone or video conference instead of in-person. Communication will take place both during school day hours and in afternoon/evening hours.
2. Documents all contact attempts and timeframes in a timely manner.
3. Employs dynamic communication and interpersonal skills, cultural competency/sensitivity, tactful language, and empathetic interviewing skills to build rapport and maintain trust with people of varied backgrounds.
4. Verifies contact's identity during the initial communications. Assures confidentiality and carries out efforts to locate and communicate with people in a manner that preserves the confidentiality and privacy of all involved.
5. Conducts notification of exposure in a manner that maintains the confidentiality of the person who was diagnosed with COVID-19 and ensures the identity of the person is not disclosed.
6. Maintains daily contact with supervisor to receive instructions.
7. Explains the importance of adherence to control measures to prevent disease transmission and keep communities healthy and ensure all follow up questions are answered.
8. Immediately reports problems or concerns with contact tracing progress to Supervisor for trouble shooting and assistance.
9. Collaborates with school nurses when confirmed cases of COVID-19 are identified (staff or student) in their assigned schools. Communicates with school nurses regarding the confirmed case(s) and all close contacts and coordinates any additional follow-up, as necessary.
10. Inputs information and data into database for tracking and reporting.
11. Provides reports upon request to senior leaders about COVID-19 cases and exposure.
12. Maintains current knowledge of Department of Health guidance, recommendations, and practices related to COVID-19 contact tracing, quarantine guidance, and other mitigation strategies.

13. May perform other duties as assigned.

Qualification Requirements: To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are typical of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Education and/or Experience: High school graduate or equivalent. Previous experience working with children preferred.

Language Skills: Ability to read and interpret documents such as safety rules, operating and maintenance instructions, Department of Health and Agency of Education and procedure manuals. Ability to communicate effectively with others is required.

Mathematical Skills: Basic math skills including addition, subtraction, multiplication, and division.

Reasoning Ability: Ability to solve practical problems and deal with a variety of concrete variables in situations where standardization exists. Ability to interpret written, oral, diagram, or scheduled instructions is required.

Other Skills and Abilities: Ability to exhibit a professional and positive attitude and a good work ethic; ability and willingness to interview hard to reach contacts; ability to prioritize workload, set and meet deadlines; ability to handle confidential information with discretion and professionalism; ability to follow directions given by assigned local health department and supervisor to ensure the needs of the program are being met; exhibit excellent interpersonal skills and ability to interact professionally with culturally diverse populations during a time of crisis and distress; ability to think critically and use good judgement in all decision making; ability to show empathy to distressed individuals; the job environment can be intense as high volume, repetitive work is an expectation.

Physical Demands: The physical demands described here are typical of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations as defined by the Supervisory Union may be made to enable individuals with disabilities to perform the essential functions. The employee is required to stand and sometimes sit. Short and long-range vision is required. The ability to speak with authority is required.

Work Environment: The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. The noise level in the work environment is expected to be moderate. Work is primarily performed at MRUSD schools, some remote work may be allowable.

Evaluation: Per Non Union Guidelines

Date: 8/26/2021

The information contained in this job description is for compliance with the Americans with Disabilities Act (A.D.A.) and is not an exhaustive list of the duties performed for this position. Additional duties are performed by the individual(s) currently holding this position and additional duties may be assigned. The Board reserves the right to waive the essential requirements contained in this job description.

Job description adapted from that of Winston-Salem Forsyth County Schools, Winston Salem, NC.