



SENECA COUNTY GENERAL HEALTH DISTRICT

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Anne Goon, MS, RD, LD, Health Commissioner

POSITION POSTING

POSITION

Case Investigator – Intermittent (Temporary) Hiring Full Time, and Part Time Positions.

This intermittent, grant-funded position serves in the unclassified civil service at the will of the Board of Health. Employment can end at any time for any or no reason.

POSITION SUMMARY:

A case investigator is responsible for contacting people with laboratory- confirmed, probable, and suspected diagnoses of COVID-19 and providing health education and guidance in order to interrupt ongoing disease transmission in Seneca County. The position conducts interviews with patients to gather critical information including symptom history, source of illness, list of potentially exposed close contacts, and activity history while infectious.

ESSENTIAL DUTIES (See position description for more details):

Under general supervision of the Director of Nursing and following local protocols-

- Obtains and reviews demographic, location, laboratory, clinical, and risk information available in health department surveillance systems or other data systems in order to determine investigation priorities.
- Initiates prompt communication with persons diagnosed with COVID-19 through text, phone calls, email, and other communication platforms as necessary.
- Employs dynamic communication and interpersonal skills, cultural competency/ sensitivity, tactful language, and empathetic interviewing skills to build rapport and maintain trust with individuals of varied backgrounds.
- Verifies individual's identity during initial communications and prior to disclosing confidential information. Assures confidentiality and carries out efforts to locate and communicate with individuals in a manner that preserves the confidentiality and privacy of all involved.
- Notifies or verifies receipt of a positive laboratory report or probable or suspected diagnosis of COVID-19. Provides health education to individuals with COVID-19.
- Obtains and documents detailed information regarding diagnosis, demographics, symptoms and onset date(s), clinical course, underlying medical conditions, and other risk factors.
- Provides guidance on COVID-19 control measures, per local protocols, which may include conveying information on situations requiring the exclusion of individuals from work, daycare, or specific activities within a group setting. Identifies appropriate referrals to a healthcare provider when needed. Conducts all case investigation activities in a manner that maintains the confidentiality of the person diagnosed with COVID-19 and ensures that their identity is NOT disclosed.
- Documents pertinent information in COVID-19 case investigation forms, entering data into data/surveillance systems. Documents detailed information on close contacts and initiates contact investigations to be assigned to appropriate staff or contractors.
- Uses a computer, tablet, and/or cell phone with appropriate access to required applications.
- Documents pertinent information in COVID19 contact tracing forms, and conducts data entry into health department data/surveillance systems while adhering to protocols for completeness, timeliness, and frequency.

QUALIFICATIONS:

- High school diploma or GED required, with degree, certificate, training, or work experience in public health, nursing, social work, health care, community health outreach, or similar field preferred (current status as public health, nursing, health education, health sciences, or medical student acceptable).
- Current/active professional license to practice in the state of Ohio, if applicable.
- Ability to read, write, and follow oral and written instructions and to use standard office equipment and software.
- Valid driver's license with access to reliable transportation and insurability according to Health District policy.
- Bilingual skills desired.

E-mail employment application located on our website, cover letter, and resume with three references to vhartman@senecahealthdept.org. Applications will be accepted until position is filled.

COMPENSATION

Pay Grade: 5; range of \$16.43-\$21.15 per hour, based on experience.

Posted on 9/8/2021

Seneca County General Health District provides **equal employment opportunities** (EEO) to all employees and applicants for **employment** without regard to race, color, religion, sex, national origin, age, disability or genetics.