



PUEBLO OF ISLETA
HUMAN RESOURCES DEPARTMENT
P.O. BOX 1270, ISLETA, NM 87022
PHONE: (505) 869-7584 FAX: (505) 869-7579
EMAIL: poiemployment@isletapueblo.com

VACANCY ANNOUNCEMENT

POSTING NO: 112-22

OPENING DATE: 07/26/2022

CLOSING DATE: 08/08/2022

POSTED: IN/OUT

POSITION: COVID-19 Contact Tracer
PAY GRADE: NE6 (\$17.57/hr. - \$23.72/hr.)
FLSA STATUS: Non-Exempt
POSITION TYPE: Full Time
FUNDING SOURCE: Grant
DEPARTMENT: Health Services
REPORTS TO: Director, Public Health
BACKGROUND LEVEL: Child/Elder

JOB PURPOSE: Grant funded position for COVID-19 contact tracing. Supports the Pueblo of Isleta's COVID-19 response by conducting interviews with individuals who have confirmed diagnosis of COVID-19. The position will gather information about the case, the case's contacts, notify and educate those who had close contact and assess needs for services to support isolation/quarantine. Position may also provide support for COVID-19 testing and COVID-19 Vaccination.

This position description may not include all of the listed duties, nor do all of the listed examples include all tasks which may be found or assigned to this position.

JOB DUTIES:

- Conduct telephone calls with persons diagnosed with COVID-19 to complete case interviews; elicit and trace contacts exposed to COVID-19.
- Provide follow-up instructions to cases and contacts related to isolation/quarantine, monitor symptoms and assess the need for medical care and supportive services.
- Communicate with cases and contacts in a professional and empathetic manner with the ability to maintain excellent interpersonal skills and interact professionally with culturally diverse individuals during a time of crises and distress.
- Collect and record information from the case interview/contact gathering.
- Ensure that timely and accurate recordings of information from interviews are input using the system provided.

- Follow approved scripts and protocols, provide contacts with approved information about local quarantine/isolation procedures, and if appropriate, refer contacts to test sites according to protocol and/or to a COVID-19 Community Support Specialist for social resources.
- Collects basic information from patients and takes and records vital signs; notes abnormal readings and alerts nurse or physician promptly.
- Collects nasal, NP, and Pharyngeal swabs for COVID-19 and other viral testing.
- Completes laboratory request forms and labels laboratory specimens.
- Adheres to clinic, laboratory, and general safety policies and procedures, including blood borne pathogen procedures.
- Enters laboratory, and other results, in the patient record.
- Maintains inventory of medical and office supplies, to include appropriate forms in each room; orders supplies and stocks as needed.
- Schedules appointments, verifies appointments, and makes follow-up telephone calls.
- Reviews next day's schedule, retrieves, organizes and prepares patient charts, and makes other preparations as needed.
- Safely administer COVID-19 vaccinations in accordance with standardized protocol, clinic policies and procedures.
- Vaccine tracking and documentation for each patient in an electronic system.
- Assist with patient monitoring during and post immunization.
- Maintain ongoing communication to monitor symptoms of contacts.
- Adhere to chain of custody procedures as applicable.
- Protect and maintain individuals' privacy and confidentiality.
- Perform other duties as assigned.

SUPERVISION RESPONSIBILITIES: N/A

MINIMUM QUALIFICATIONS/REQUIREMENTS:

- High School Diploma/GED.
- 1 year experience in public health, social services, community outreach, customer service or other related field.
- Preferred Medical Assistant certification.
- Must be able to pass a TB screening.
- Must pass background check for position.
- Must be able to comply with the Pueblo of Isleta Drug Free Workplace policies.
- Must provide written copy of immunization record prior to employment.

KNOWLEDGE, SKILL AND ABILITY REQUIREMENTS:

- Knowledge of applicable federal, state, county and local laws, regulations, and requirements.
- Knowledge of medical terminology and instruments.
- Knowledge of OSHA guidelines for blood borne pathogens.
- Knowledge of office functions, procedures, and policies.
- Knowledge of sterilization procedures.
- Skill in operating various word-processing and database software programs.
- Skill in treating patients with tact, courtesy, and respect.
- Ability to read lab result.

- Ability to react quickly and make effective decisions in an emergency situation.
- Ability to handle confidential information with discretion and professionalism.
- Ability to show empathy to distressed individuals.
- Ability to work a varied schedule, including weekends and evenings.
- Ability to interact and maintain good working relationships with individuals of varying social and cultural backgrounds.
- Ability to communicate efficiently and effectively both verbally and in writing.
- Ability to handle multiple tasks and meet deadlines.
- Ability to exercise independent judgment.
- Ability to work flexible hours including evenings and weekends.

PHYSICAL DEMANDS:

- Talk, hear sit, stand; use hands to handle objects, equipment, controls and reach with arms and hands.
- Position requires frequent lifting of 25 lbs.

WORK ENVIRONMENT:

- Work is performed in an interior and external environment; generally in a clinical setting with a moderate noise level.
- Employee may be exposed to unpleasant odors, bodily fluids, blood borne pathogens, hazardous material and infectious disease.
- Situations occur where surgical masks, safety goggles, gloves and protective face shields are needed.
- Frequent interaction with the public.
- Possible exposure to COVID-19, biological, chemical, and extreme weather.
- Prolong standing.

PREFERENCE:

Tribal and Native American Indian preference shall apply to all positions at Pueblo of Isleta.