

**PUEBLO OF LAGUNA
JOB ANNOUNCEMENT NO. 2021-97**

OPEN TO IN-HOUSE and EXTERNAL APPLICANTS

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| POSITION: | COVID-19 Contact Tracer |
| OPENING DATE: | November 15, 2021 |
| CLOSING DATE: | Open Until Filled |
| DEPARTMENT: | Public Safety / Fire Protection Program |
| SALARY RANGE: | NE-10; \$31,429 - \$47,154 |

Position Summary:

Under direct supervision of the Administrative Lieutenant, the Contact Tracer is assigned newly detected cases of COVID-19 to identify sources of transmission and to control spread. Consistently applies the Pueblo's Core Values in support of Workforce Excellence. Maintains confidentiality of all privileged information.

This list of duties and responsibilities is illustrative only of the tasks performed by this position and is not all-inclusive.

Essential Duties & Responsibilities:

- Works within a Paramilitary Rank structure environment; adheres to and follows the chain of command.
- Based on information received from testing facilities/entities, begins established process of identifying contacts of positive COVID-19 individuals.
- Initiates immediate communication with Contacts of diagnosed COVID-19 patients through text, email, phone calls and other platforms.
- Provides identified Contact with approved information on quarantine procedures, what to do if symptoms develop and if appropriate, refer to testing.
- Maintains communications with Identified Contacts throughout quarantine period to evaluate status. Monitors/ensures the availability of food and other necessary supplies for an effective quarantine.
- Requests assistance of team and supervisor to address unsuccessful attempts to communicate with contacts of identified positive cases.
- Works as a team member of testing coordinators, investigators, and other contact tracers to efficiently complete case investigations.
- Collects and records information in a local web-based platform in compliance with established policies and procedures.
- Participates in regular surveillance and investigations program meetings, training, and weekly case reviews.
- Participates in outbreak investigation/assessment in high-risk settings such as long-term care facilities and congregate living sites.
- Maintains required certifications; maintains/enhances technical knowledge by attending relevant training and workshops.
- Performs other duties as assigned.

Minimum Qualifications:

High School diploma or GED required. Associates Degree in Public or Health Education or other health related field preferred. Two (2) years of work experience in health-related field, social services, or case management required. Johns Hopkins Bloomberg School of Public Health Contact Tracer Certification required. Prior public health experience working in Native American communities preferred. Fluency in the Laguna language preferred. A combination of relevant education and related work experience may be considered.

Background Investigation Requirements:

The Pueblo of Laguna has a Suitability Policy for background investigation processes. Every position in the government operation is reviewed and designated at one of three risk levels. The determination is commensurate with public trust responsibilities and attributes of the position which includes job duties. The COVID-19 Contact Tracer is designated as a High Risk Public Trust (HRPT) position.

| Type of Background Check/Pre-Employment Requirements | Required |
|--|----------|
| Pre-Employment Drug Screening | X |
| Background Investigation (Criminal Check, Sex Offender Check, Social Security Trace, Driving Record, Civil Court Check – if applicable, Tribal Criminal Check – if applicable) | X |
| Employment Verification, Education / License Verification, Personal Reference Verification | X |
| Fingerprint Verification | X |
| Must Be Able to Drive a Pueblo Vehicle | X |
| Other: | |

Knowledge, Abilities, Skills, and Certifications:

- Knowledge of applicable laws, regulations, and requirements.
- Knowledge of calculating contagious periods of COVID-9 virus and determining quarantine/isolation needs.
- Knowledge of medical terminology sufficient to carry out essential duties.
- Knowledge of the National Incident Management System (NIMS), and Incident Command System (ICS).
- Knowledge of interdisciplinary collaboration in a dynamic contact tracing program.
- Knowledge of relevant patient/client privacy protection laws and ability to maintain confidentiality of privileged information; to demonstrate high moral character and self-responsibility.
- Ability to communicate effectively, both verbally and in writing.
- Knowledge of and skill in proper spelling, grammar, punctuation, and math skills sufficient to carry out essential duties.
- Ability to establish and maintain positive relationships with individuals of varying social and cultural backgrounds.
- Ability to work as a team member in a structured working environment.
- Ability to work extended hours and various work schedules.
- Ability to assess situations and make intelligent and effective decisions in immediate situations.
- Ability to accept the dangers and stresses, regimentation, discipline, and time demands of contact tracing work.
- Skill in organization and time management.
- Skill in conducting telephonic and/or person-to-person interviews.
- Skill and ability to simultaneously manage multiple projects.
- Skill and ability to be innovative, creative, and flexible in delivery of program services; to create and present effective information and presentations for diverse audiences.
- Skill in critical thinking; gathering required information and data; attention to detail; to recognize inconsistencies in documents and files.
- Skill in the development of required statistical and narrative reports.
- Skill in computer use, including Word, Excel, Outlook, and software unique to program.

Application Instructions:

- Go to www.lagunapueblo-nsn.gov and click on Employment Opportunities for application instructions and application form. **Read instructions prior to completing application form; incomplete applications will not be considered.** Resumes are encouraged but not in lieu of a complete application form.
- All hand delivered documents must be received by the Human Resources Office no later than 4:30 pm (MDT) on the closing date. All electronically mailed documents must be received by the Human Resources Office no later than 11:59pm (MDT) on the closing date.
- Application packets may be submitted by one of the following methods:
 1. E-mail to polemployment@pol-nsn.gov;
 2. Mail to Pueblo of Laguna Human Resources; P.O. Box 194; Laguna, NM 87026
 3. Deliver to the Human Resources Office, 22 Capital Road; Laguna, NM
 4. Fax to (505) 552-9675
- For more information, contact Clarice Chavez, at (505) 552-5785 or by e-mail at the above address.

LAGUNA TRIBAL MEMBER PREFERENCE APPLIES