

The SHOSHONE-BANNOCK TRIBES

FORT HALL INDIAN RESERVATION

P.O. Box 306
Fort Hall, ID 83203



HUMAN RESOURCE DEPARTMENT

Phone: (208) 478-3856/(208) 478-3857
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JOB DESCRIPTION

TITLE: COVID-19 Contact Tracer

DEPARTMENT: Tribal Health and Human Services
(COVID-19 Response Team)

SALARY: \$16.76 G9/S 1-3

OPENS: November 28, 2022

CLOSES: December 9, 2022

CAREER STATUS: **NON-REOCCURRING FULL-TIME POSITION** – Conditional upon successful 90-day probationary evaluation and annual budget appropriations.

Attach ALL supporting documents, including: Tribal enrollment, honorable discharge, educational attainment, professional certification, license, and other relevant documents to verify eligibility for job qualifications and preference. INCOMPLETE APPLICATIONS MAY BE SCREENED OUT.

GENERAL PURPOSE:

The Contact Tracers works in support of the Tribal Public Health COVID-19 pandemic mitigation response on the Fort Hall Indian Reservation. The position is temporarily funded and will end when contract funding expires.

SUPERVISOR:

The Contact Tracers receive direct supervision from the COVID-19 Coordinator. The THHS Director or designee provides general supervision & direction to all THHS employees.

DUTIES AND RESPONSIBILITIES:

- COVID-19 Contact Tracer works to mitigate the COVID-19 pandemic. Provides contract tracing and community COVID-19 screening services pursuant to CDC guidelines, vaccination support activities, data collection & entry, preparation of meal boxes and delivery, public outreach, transportation and administrative support within the THHS department.
- Works as a team to complete assigned public health tasks, and outreach services. Adjusted work hours to participate in community COVID-19 outreach events and activities. Must be able

to work afterhours, on holidays, and flex hours as necessary for public health response. Must report to work area on time. Maintains ongoing communication with the COVID-19 Coordinator and COVID-19 team via phone, meetings, or by zoom. This includes rotating assignments to on-call after hours and weekend shifts to arrange for isolation and related services.

- Notifies close contacts of their exposure to a positive COVID-19 case and coordinates appropriate services. Issues employment verifications pursuant to patient diagnosis. Will acquire information on the person's demographics; discuss information regarding the work environment, household members, and any underlying medical conditions and risk factors.
- Provides quarantine/isolation instructions to individuals identified as a close contact with a person diagnosed positive for COVID19. Gives guidance on what to do if symptoms develop or become severe.
- Maintains client/patient confidentiality in compliance with THHS policies and procedures and contact tracer handbook.
- Works in compliance with program policies, procedures, and recommended CDC Guidelines. Applies protocol for documenting within 24 hours of service delivery including timely, clear and concise information providing an accurate record of phone calls.
- Will use a privacy compliant computer, tablet or cell phone for access to required applications, data bases or web-based platforms. Updates the tracking system for positive COVID-19 cases and probable for monitoring purposes.
- Delivers food boxes and/or care supplies to households in quarantine/isolation to respond to identified needs. Operates Tribal vehicles in compliance with the Shoshone Bannock Tribes Vehicle Use Agreements.
- Participate in requisite trainings, program meetings and professional development activities to enhance contact tracing knowledge, skills and ability to deliver quality service outcomes.
- Assists with mass vaccine events (i.e. registration, scribe, etc.) updating vaccine, drop box listing, sending out vaccine mailings, printing documents/forms as it relates to vaccine events. Must use personal protective equipment as appropriate or required by infection control prevention measures.
- Will provide facilities maintenance duties as a secondary function within the THHS department.
- Other duties delegated as needed to carry out the goals of the Tribal Health & Human Services Department

STANDARD REQUIREMENT FOR ALL THHS Personnel:

- Must comply with HIPAA, Privacy Act, and Information Security requirements set forth for THHS personnel who maintain, process, and have contact with patient information.

- MUST MAINTAIN STRICT CONFIDENTIALITY OF ALL INFORMATION PROCESSED THROUGH THE DEPARTMENT INCLUDING RECORDS, REPORTS, DOCUMENTS, CONVERSATIONS, ETC. A breach of confidentiality will be subject to appropriate disciplinary action, up to and including termination from employment.
- All employees will model high standard of professional ethics, honesty, and integrity in all matters relating to their employment, conducting themselves both on and off the job with a professional mannerism that will bring credit to the Tribal Government.

Performance Standards include, but are not limited to:

- Provides quality patient care and appropriate health education services.
- Exercises professionalism and ethical conduct through honesty, integrity, respect, trust, and accountability.
- Ability to clearly communicate with others including verbal and written communication
- Work in a team with the ability to adapt to changing environments and received constructive feedback
- Technical skills including Microsoft word processing, spreadsheet development and data base management
- Supports organizational and/or operational changes and works toward common goals.
- Maintains positive working relationships with providers and ancillary staff in addition to the community.
- Maintains a reliable record of attendance, dependability, and accountability.
- Applies professional knowledge, skills and abilities used within the scope of practices.
- Is pro-active and completes tasks in a timely manner
- Ability to work independently with little or no supervision.
- Projects a professional attitude and appearance.
- Participates in continuous quality improvement, professional development, course work, and training opportunities to enhance service delivery and career development.
- Ensures compliance with AAAHC standards for position's scope of work
- Completes mandatory THHS required trainings and quarterly drills.
- Complies with THHS Policy Manual
- Compliance with Tribal Management Systems policies and procedures.
- Maintains a secure workstation that protects patient/client information in compliance with department information and security rules of behavior.

QUALIFICATIONS:

Applicate must demonstrate experience with Tribal COVID-19 related activities including: COVID-19 relief activities, testing, screening, safety functions, vaccination, contact tracing, medication and food delivery, and incident command functions.

Must qualify to administer COVID-19 tests at reservation testing sites.

Must be physically capable to lift and deliver food packages weighing up to 50 pounds.

Must have a High School diploma or GED certificate

Must be at least 21 years old

Must possess a valid Idaho Driver's License and able to be insured with through the Shoshone Bannock Tribes.

The Tribes will complete a criminal history background check in compliance with job specific requirements. The results must indicate suitability for employment.

Positions that have regular contact or control of children will receive a background check in compliance with the Indian Child Protection and Family Violence Prevention Act (25 CFR Part 63) and the screening results must indicate suitability for position.

Preferred knowledge, skills, and abilities:

- Knowledge of the Shoshone-Bannock Tribes culture and traditions and/or languages.
- Knowledge of the applicable Federal, State, and Tribal laws, statutes rules, regulations pertaining to position's scope of work.

Qualified Shoshone-Bannock Tribal Member/Indian and Veterans Preference will apply in compliance with the Shoshone-Bannock Tribes Personnel Policies and Procedures Manual.

IMPORTANT APPLICATION CRITERIA

Instructions: You must turn in all supporting documents to be eligible for this position you are applying for.

A complete application must be submitted to the Shoshone-Bannock Tribes Human Resource Department, P.O. Box 306, Fort Hall, Idaho 83203. Applications can be found online at www.sbtribes.com. Applications can be sent via email to recruitment@sbtribes.com or faxed to 208-478-3950 and are accepted until 5PM on the closing date.

Submit a copy of all supporting documents to be eligible for the position you are applying for. For example: Driver's License, Tribal ID, High School Diploma/GED, Degree or professional credentials, and other supporting documents that verify required qualifications.

Telephone calls are not accepted in place of an employment application or letter of interest.

Applicants who have a current application on file, please submit a letter of interest for each position in which you want to be considered for. The letter should address how you meet each qualification.

Preference will be given to Shoshone-Bannock Tribal member applicants who provide a copy of their tribal enrollment card. Non-enrolled members and other Indian tribal members must provide a Certificate of Indian Blood (CIB) to receive preference.

Preference points will also be given during the interview process to veterans who provide documentation of a DD-214.

Applicants being considered for employment or a political appointment must submit to a pre-employment alcohol and drug screen prior to being hired or appointed. Refusal to take the test will render the applicant ineligible for employment or political appointment.

The Shoshone-Bannock Tribes will conduct an employment background check on new employees to ensure suitability for the position applied for.