



Macon County Health Department

Job Opening

Job Title: Part-Time or Full-Time Case Investigator/Contact Tracer

Division: Clinical Nursing Services (CNS)

Minimum Qualifications: Must have one of the following:

- 1) Must have certification of graduation from a school of nursing approved by the Department of Professional Regulation; a current Illinois license as a Registered Nurse by examination; and one (1) full year nursing experience. Must be knowledgeable in immunizations and pediatric or family healthcare. Must be able to establish and maintain positive working relationships with clients, healthcare providers, community agencies, the general public, and other professional personnel. Must have the ability to work with diverse community groups. Registered Nurse must submit proof of 20 Continuing Education Units (CEUs) every license period; copy of license; and copy of CPR/AED card **OR**
- 2) Minimum of Bachelor's Degree in health care administration, public administration, public health, health education, nursing, social work, or related field required or equivalent work experience. Experience in community health or education preferred. Extensive computer experience required. Experience with public relations, public-speaking, writing, and marketing preferred. Must have the ability to work flexible hours as needed including evenings and/or weekends. Teamwork and professionalism a must.

Must have knowledge of general office procedures/equipment and have basic computer skills; the ability to type 40 words per minute (WPM) preferred. Must have excellent communication, phone, and organizational skills. Must be proficient in math and spelling. Must be able to work effectively under stress. Must be able to establish and maintain positive working relationships with clients, healthcare providers, community agencies, the general public, and other professional personnel. Must have the ability to work with diverse community groups.

Requires an individual be physically able to meet the demands of the job including bending, squatting, lifting up to 25 pounds, and assisting with holding during immunizations. Must be physically able to get in and out of car many times per day in all types of weather and be able to adapt in a positive manner to various client living conditions. Must have a dependable vehicle for use during work hours, valid Illinois Driver's License, and appropriate auto insurance.

Summary of Job Duties: Conducts interviews of clients with confirmed or probable COVID-19 and contacts of cases, with a focus on motivational interviewing and cultural competency. Interviews should be guided by standard protocols and include: providing disease-specific information; assessing signs and symptoms, and underlying health conditions; discussing symptom onset to determine window period for contact elicitation and exposure risk for close contacts; discussing work, social, recreational, and community activities to identify who may have been exposed; eliciting information on close contacts, including names, exposure dates, and locating information; and assessing support needs to maintain health and compliance during isolation and/or quarantine of client. Provides recommendations for isolation and quarantine and review of daily monitoring procedures. Conducts daily monitoring during of isolation or quarantined clients – temperature, signs/symptoms, use of fever-reducing medications – via electronic

tool (e.g., smartphone app, case management software) or other designated mechanism until patient is no longer infectious.

How to Apply:

Applications can be picked up at the Macon County Health Department Front Desk at 1221 E. Condit, Decatur, Illinois, or you can go to our website, www.maconcountyhealth.org to print a copy of the application. Completed applications should be submitted to Macon County Health Department Attention: HR at 1221 E. Condit, Decatur, Illinois, 62521 or emailed to hr@maconchd.org

The Macon County Health Department is an Equal Opportunity Employer and Drug Free Workplace.