



Westfield Regional Health Department
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COVID OUTREACH/CONTACT TRACING POSITION (P/T)

The Westfield Regional Health Department, Union County, is seeking motivated candidates to expand its COVID Outreach/Contact Tracing Team. Duties will include determining who has had contact with COVID patients, conducting remote assessment of symptoms, and ensuring that those placed under quarantine comply with isolation regulations.

Successful candidates will possess excellent communication and organizational skills and the ability to work from home with reliable internet and access to a computer, phone and quiet work space. Successful candidates must also understand and maintain patient confidentiality.

Responsibilities include:

- Coordinating contact tracing efforts with investigators from the local health department team
- Conducting interviews in a professional manner that reflects emotional and cultural awareness
- Collecting and recording accurate information into a computerized program
- Calling newly diagnosed patients to trace individuals they have had contact with and determining exposure
- Interviewing traced contacts and referring them for testing
- Maintaining ongoing virtual communication to monitor symptoms
- Referring contacts to available community resources

Requirements:

- Familiarity with local communities served by the Westfield Regional Health Department
- Ability to collaborate effectively with support personnel and team leaders
- Exceptional communication, writing, interpersonal and organizational skills

- Experience with word processing/operating systems in order to work efficiently with designated computer software applications
- Ability to speak, read, and write English
- Proficiency in Spanish a plus
- High School Diploma or GED
- College-level education preferred

Competitive pay and flexible hours

To Apply:

Email resume (no phone inquiries) to health@westfieldnj.gov with YOUR NAME and CONTACT TRACING in the subject. Resumes will be accepted until close of business July 3, 2020.

**Providing Public Health and Environmental Services to
Chatham Borough, Fanwood, Garwood, Mountainside,
New Providence, Roselle Park, Summit and Westfield**