



Stockbridge-Munsee Community

Department of Human Resources
PO Box 70
Bowler, WI 54416

Telephone: (715)793-4375
FAX: (715)253-2432
Email: bev.miller@mohican-nsn.gov

POSITION DESCRIPTION

POSITION: Contact Tracer – Limited term contracted position

POSTING DATE:10-13-21

CLOSING DATE: 10-20-21

LOCATION: S/M Health & Wellness Center

SALARY: \$20.00/hour

Reports to: Community Health Manager

Department: Community Health

This position is eligible for Dual Employment

Every employee of Stockbridge Munsee Community is expected to present themselves in a professional manner to customers as well as other departments. Stockbridge Munsee Community strives to provide a positive team environment where everyone contributes.

GENERAL RESPONSIBILITY:

The Contact Tracers will use a computer program and phones to contact individuals identified as possibly diagnosed with COVID-19 to document a symptom check, refer them for testing according to established protocols, and provide instructions for quarantine if necessary. Contact Tracers will follow identified scripts, policies and procedures provided by SMHWC, and comply with training regarding confidential information related to personal information. Additionally, this position is responsible for educating contacted community members about the COVID virus, including signs, symptoms and precautions that should be taken during this time. This position is a contracted position and expected for the duration of the SMC Tribal Council designated COVID public health emergency or as needed based on public health conditions.

STANDARD QUALIFICATIONS

All employees of Stockbridge Munsee Community must meet the following qualification:

1. Must submit to and pass a pre-employment drug and health screening.
2. Must be at least 18 years of age, unless otherwise stated on job description
3. Must maintain an acceptable departmental attendance record
4. Must be able to work weekends, nights and holidays

DUTIES:

1. Assist the Community Health department with appropriate follow up with interviewing confirmed coronavirus patients and all possible contacted individuals both direct and indirect via telephone.
2. Responsible for timely follow up and direct contact to community members who have been in close contact with possible COVID patients and providing person identification as well as educating the community on the signs, symptoms and procedures.
3. Create and enter necessary tracing information in a computer database.



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4. Effectively work to support contract tracing team to provide additional detail to assist the Tribal community.
5. Investigate pertinent information relating to tracing efforts and identification.
6. Maintain daily contact with the immediate supervisor and provide prompt updates related to possible community concerns.
7. Assist in training new contact tracing employees
8. Assist others with tracing efforts as needed.
9. Must maintain an acceptable departmental attendance record.
10. Must be reliable and prompt when reporting to work.
11. Required to attend job related, in-service, meetings, and training to maintain professional and pertinent knowledge.
12. Must adhere to tribal law and other applicable laws as well as tribal personnel policies and procedures.
13. The above duties and responsibilities are not an all-inclusive list but rather a general representation of the duties and responsibilities associated with this position. The duties and responsibilities will be subject to change based on organizational needs and/or deemed necessary by the supervisor.

QUALIFICATIONS:

1. Must possess a High School Diploma. Post-secondary education preferred.
2. Must be at least 18 years of age.
3. Must have the ability to provide critical thinking and sound judgment.
4. Must possess a professional, positive attitude and strong work ethic
5. Ability to manage caseload and work independently.
6. Excellent interpersonal skills; ability to interact professionally with culturally diverse individuals during a time of crisis and distress.
7. Strong communication skills with excellent phone etiquette.
8. Ability to handle confidential information with discretion and professionalism
9. Strong computer and accurate data entry skills.
10. Experience conducting research or investigative work is preferred.
11. Must possess knowledge of office procedures and knowledge to maintain a record keeping system.
12. Must be able to maintain confidentiality.
13. Must be willing to attend all applicable training.
14. Ability to speak, read, and write the English language.
15. May be required to satisfactorily complete an exam or other testing requirement(s) to determine skill proficiency.



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16. Must pass pre-employment drug and health screening. Must adhere to the Tribe's Drug and Alcohol Free Workplace Policy during the course of employment.
17. Must be eligible for coverage under the employer's liability insurance.
18. Must have demonstrated ability to maintain satisfactory working record in any prior or current employment.
19. Must be able to meet physical requirements of position.
20. Must abide by departmental and organizational safety, testing, and uniform guidelines.

PHYSICAL REQUIREMENTS/WORK ENVIRONMENT

1. This position requires frequent sitting with need to occasionally stoop, kneel, crouch, and lift and/or move up to twenty-five (25) pounds.
2. Evenings may be required. Extended hours and irregular shifts may be required.
3. Work environment requires excellent personal hygiene due to working in close proximity to others and in an enclosed area.
4. A Tuberculosis (TB) Screening and/or TB Skin Test may be required.

SUBMIT RESUME & APPLICATION TO: Human Resources
Stockbridge-Munsee Community
N8705 Moh He Con Nuck Road
Bowler, WI 54416

WE ARE A DRUG FREE EMPLOYER
CANDIDATES MUST PASS DRUG SCREEN
AND REMAIN DRUG FREE

The Stockbridge-Munsee Community operates as an equal opportunity employer except Indian Preference is given in accordance with the Employee Preference Policy Ordinance as permitted under federal law. Due to broad federal funding and the co-mingling of fiscal resources, all tribal government operations jobs are treated as federally-funded for the purposes of the Employee Preference Policy Ordinance unless specifically identified as not federally-funded.

Although an interview may be granted, this does not determine that the candidate fully meets the qualifications until it is determined by the interview team.

Tribal Council Approved:6-2-20