

FAIRFIELD TOWNSHIP PUBLIC SCHOOLS

JOB DESCRIPTION

- TITLE:** Contact Tracing Assistant
- REPORTS TO:** Principal
- QUALIFICATIONS:** Bachelor of Science Degree and New Jersey School Nurse Certification
Required criminal background check and proof of US citizenship or legal resident alien status
- JOB GOAL:** Provides principals with the resources necessary to address the staff and student needs of their individual schools.

PERFORMANCE RESPONSIBILITIES:

1. Work closely with the Nurse Team Leader whose functions include Safety Coordinator.
2. Coordinate the preparedness and response efforts of local educational agencies with State, local, Tribal, and territorial public health departments, and other relevant agencies, to improve coordinated responses among such entities to prevent, prepare for, and respond to coronavirus.
3. The Contact Tracer will use a web-based platform to call all contacts of anyone diagnosed with COVID19, determine exposure, assess symptoms, refer for testing according to established protocols, and provide them with instructions for isolation or quarantine.
4. Maintain ongoing communication with contacts to assess symptoms, ensure compliance with quarantine and determine social support needs and/or handle reporting of issues that arise.
5. Follow set scripts and adhere to policies and procedures.
6. Comply with Department training regarding confidential information related to personal information.
7. Call contacts of newly diagnosed cases. Communicate with contacts in a professional and empathetic manner maintaining emotional and cultural awareness.
8. Collect and record information on symptoms and needs into the data base system with accuracy.
9. Provide contacts with approved information about isolation and quarantine procedures, and if appropriate, refer them to testing according to protocol and/or to a COVID-19 Community Support Specialist for social resources.
10. Follow a set script to inform contacts about the importance of isolation or quarantine and what to do if symptoms are present or develop.
11. Enter computer data on web-based platform.
12. Due to the contact center operating 7 days a week, evening and/or weekend work may be required.
13. Any other related duties as assigned.