



## HARNEY COUNTY Employment Vacancy Notice Available Immediately

Date: September 14, 2020  
Department: Public Health  
Job Title: Contact Notifier (Covid Liaison)  
Contact: Deanna Atwell HR  
Hours & Days: 20-25 hours per week  
Salary/Benefits: TBD

### **Job Duties:**

The Contact Notifier will work with patients to help them recall everyone with whom they have had close contact with during the time-frame while they may have been infectious. Then contact the individuals to let them know of their potential exposure.

### **JOB QUALIFICATIONS REQUIREMENTS:**

- Excellent interpersonal skills and ability to interact professionally with culturally diverse individuals during a time of crisis and distress.
- Excellent organizational skills.
- Good critical thinking skills.
- Ability to handle confidential information with discretion and professionalism.
- Proficiency with computer software and ability to learn how to use a CRM.
- Ability to speak, read, and write in English.

### **Preferred, but not required:**

- Experience in clinical medicine and/or public health a plus.
- Fluency in a second or in multiple languages a plus (specifically Spanish). Please indicate languages spoken in your application and/or cover letter.
- Prior experience in contact tracing.
- Preference will be given to residents of Harney County.

**IMPORTANT INFORMATION:**

- This position will be partially on site and partially remote based at HCHD.
- As part of the application process, you must submit contact information for at least one managerial reference.
- The offer of a position is conditional upon an applicant's successful completion of a background check.

**Application Closing Date and Time:** Until Filled. Obtain an employment application and complete job description from Human Resources, by email at [deanna.atwell@co.harney.or.us](mailto:deanna.atwell@co.harney.or.us), The Harney County web site. or call 541-573-8373.

**Harney County is an AA/EEOE.**