



College of Saint Mary strives to create a safe, inclusive educational environment where every person's worth and dignity is valued and nurtured. Applicants representing diverse backgrounds and experiences are highly encouraged to apply.

## COVID-19 Contact Tracer

College of Saint Mary is adding a Contact Tracer to the Student Development and Success team. The CSM Contact Tracer position serves as a non-licensed public health professional providing support to the CSM student contact tracing team in the fight against COVID-19.

- After training is complete, position may work from home.
- Temporary position: until May or longer if needed, based on the Pandemic.
- Option to work 20 or 30 hours per week.

### Contact tracer responsibilities:

- Evaluate COVID-19 exposure variables
- Assist school administration with contacting every person diagnosed and/or exposed with COVID-19 by gathering contact information
- Perform a symptom evaluation and refer individuals for isolation, quarantine, or testing in accordance with established protocols
- Document all positives, close contacts, and self-monitoring individuals
- Assist with update of excel files and charts as part of weekly dashboard for campus communication
- Contact tracers are required to follow all designated scripts and comply with policies and procedures provided by College of Saint Mary regarding confidentiality and data security for the handling of sensitive/protected health information

### Skills Needed:

- Professional, positive attitude and work ethic
- Accurate and timely data entry via computer on google forms/sheets
- Excellent interpersonal skills and ability to interact professionally with culturally diverse individuals
- Ability to show empathy while maintaining privacy and confidentiality for staff and students
- Excellent critical thinking, organizational and communication skills

**Salary:** \$20.00 per hour

### Required Qualifications:

- High school diploma or equivalent
- Previous office experience and computer experience

### Application

Please apply using the following link. Please have a resume, cover letter and three professional references, including one supervisor, ready to upload during the application process.

[Application: Contact Tracer](#)

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