



# TORRINGTON AREA HEALTH DISTRICT

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*“Promoting Health & Preventing Disease Since 1967”*

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## Torrington Area Health District Announces a Contractual Position for Contact Tracer / Sanitarian Trainee

**Salary:** (\$25 / hour)

**Closing Date:** Open until filled

**Date of Posting:** December 1, 2021

This is a Contracted 15 month Grant Funded Position March 2022 – May 2023.

**The Torrington Area Health District, is seeking a contractual candidate responsible for planning, developing and implementing investigation and surveillance of infectious diseases.**

### Examples of Duties:

- Initiate prompt communication with people diagnosed with or exposed to COVID-19 (Cases and Contacts) and collect all relevant data using the Connecticut electronic ContaCT tracing system.
- Using ContaCT, ensure daily check-ins are completed to assess signs/symptoms. Follow-up by phone with those who are not utilizing the text or email method.
- Verify case/contact identity during initial communications and prior to disclosing confidential information in a manner that maintains the confidentiality of private health information.
- Provide COVID-19 health information and guidance on isolation/quarantine procedures and what to do if symptoms develop.
- Work with the State DPH and other public health partners including school nurses.
- Participate in State DPH and other meetings as assigned including virtual office hours on contact tracing and other required trainings and meetings.
- Maintain patient confidentiality and ensure that all data and information is collected in concordance with data privacy and confidentiality standards.
- Assist in the development and implementation of public health response planning which may include procurement of supplies; development of work plans; and participation in exercises, drills, and real events.
- Assess contact's ability to safely and effectively quarantine at home, with adequate water, food, and other necessities. Identify barriers to necessary interventions and facilitate appropriate referrals, per local protocols. Collaborate with key service providers to transfer client information and ensure expedited initiation of appropriate medical or social support services, per local protocols.
- Conduct daily check-ins to assess signs/symptoms via locally designated method. Facilitate referrals for testing and medical evaluation for clients who become symptomatic.
- Utilize a computer, tablet, and/or cell phone with appropriate access to required applications, databases, and/or web-based platforms, daily. Document pertinent information in COVID-19 contact tracing forms, and conduct data entry into health department data/surveillance systems while adhering to protocols for completeness, timeliness, and frequency.
- Collaborate and coordinate with a team of public health professionals (e.g., case investigators, surveillance coordinators, surveillance triage staff, care resource coordinators, epidemiologists) to efficiently complete contact notification and monitoring assignments. Inform the team and supervisor when attempts to communicate with a contact are unsuccessful. Elevate complex situations to supervisor for further guidance.

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**Borough of Bantam, Bethlehem, Canaan, Cornwall, Goshen, Harwinton, Kent, Borough of Litchfield, Litchfield, Middlebury, Morris, Norfolk, North Canaan, Plymouth, Salisbury, Thomaston, Torrington, Warren, Watertown, Winsted**

The Torrington Area Health District is an equal opportunity provider, and employer. To file a complaint of discrimination write USDA, Director, Office of Civil Rights, 1400 Independence Avenue, S.W., Washington, D.C., 20250-9410, or call (800) 795-3272 (voice), or (202) 720-6382 (TDD).

- Participate in requisite trainings, regular program meetings and quality monitoring improvement activities in order to ensure and enhance the quality of contact notification activities and program outcomes.
- Maintain patient confidentiality and ensure that all information is collected in concordance with local data privacy and confidentiality standards.
- Conducts environmental investigations of all public health related activities.
- Conducts site investigations, plan reviews, and necessary site inspections for subsurface sewage disposal systems and water supply wells.
- Investigates complaints received and takes necessary action to abate Connecticut Public Health Code and Public Health Statute violations.
- Conducts field inspections including but not limited to food service establishments, dwellings, day care facilities, hair salons, public bathing areas, campgrounds, & public swimming pools.
- Instructs regulated establishments on procedures necessary to maintain compliance with codes, regulations, and requirements.
- Prepares reports, correspondence, and violation notices as required.
- Performs other typical duties of a Sanitarian as assigned.
- Other duties as assigned by the Director of Health

**SUPERVISION:** Receives general supervision from the Director of Health.

**MINIMUM QUALIFICATION REQUIRED:**

- Bachelor's Degree in Public Health or working towards Bachelor's Degree in Public Health.
- Experience in Public Health preferred.

**LICENSE AND CERTIFICATE:**

- Valid CT Motor Vehicle Operator's License.

**HOW TO APPLY:** Please submit a cover letter and a resume to Robert Rubbo, Director of Health, 350 Main Street, Torrington, CT 060790 or via email at [rrubbo@tahd.org](mailto:rrubbo@tahd.org). Questions can be directed to Robert Rubbo, MPH, RS, 860 489-0436 X321.