



Spirit Lake Tribe
P.O. Box 359
Fort Totten, North Dakota 58335
karenj@spiritlakenation.com

Job Title:	Contact Tracer	Open Date:	October 15, 2021
SLT Program:	CDC COVID Tribal Health	Close Date:	October 25, 2021

Position Objective: To support efforts to stop the spread of COVID-19 on the Spirit Lake Reservation.

Major Duties & Responsibilities:

- Works as a Team player under the direction of the Director of Public Health Nursing (DPHN)/Tribal Health Contact Tracer Team Leader
- Will contact individuals to assist them in recall of everyone with whom they have had close contact during the time frame they may have been infectious
- Requires flexibility as the schedule may include varying hours, including evening and weekend work
- Will make phone calls of anyone diagnosed with COVID-19 to document a system check
- To refer anyone diagnosed with COVID-19 for testing according to established protocols, and provide them with instructions for quarantine
- Collect and record information on symptoms
- Provide contacts with education, prevention, and support to understand their risk, what they should do to separate themselves from others who are not exposed, monitor themselves for illness, and the possibility of the spread of infection to others
- Deliver quarantine/isolation supplies and packages to COVID-19 Positive and Close Contact households as needed
- Required to follow all scripts, policies and procedures provided
- Comply with confidentiality policy related to personal information
- Comply with HIPAA guidelines

Qualifications, experience, and education required:

- Communicate with contacts in a professional and empathetic manner
- Ability to empathize with distressed individuals and possess excellent interpersonal skills
- Ability to interact professionally with culturally diverse individuals due a time of crisis
- Knowledge of the customs and traditions of the Indian Community along with the ability to appreciate different cultural differences
- Excellent organizational and communication skills
- Ability to handle confidential information with discretion and professionalism
- High School Diploma or GED; Associate Degree preferred
- Must be 18 years or older, a healthcare background is helpful, however not required

- Must receive contact tracing training in accordance with Tribal Health policies
- Must receive HIPAA training
- Must have valid drivers license

Job Role:	Contact Tracer	Department	COVID-19 Emergency Response Team
Status	Full-Time	Supervision	Incident Commander
Hourly Salary Range:	DOQ	Manages Others:	No
Number of Vacancies:	2	Classification: Exempt/Non-exempt	
Please Send Application to:			
Name:	Spirit Lake Human Resource Dept	Email:	normar@spiritlakenation.com
Address:	P.O. Box 97	State	North Dakota
City:	Fort Totten, North Dakota	Zip/Postal Code:	58335
Phone:	701-381-0204 or 701-381-0361	Fax:	701-766-1272
Application Procedure	Complete application/Completed resume/Application materials must clearly explain how experience and education are related to minimum qualifications and job duties. Copy of Credentials /License/Copy of college transcripts/copy of valid driver's license/Names, addresses, phone numbers and permission to contact three references/If seeking Indian Preference a copy of Tribal Enrollment must be attached/ If seeking Veteran's preference must include Form DD214/Authorization signature will be required for background check and drug testing.		