Position: Contract COVID-19 Public Health Investigator  
Pay Status: Contract Position  
Salary Range: $18.00 per hour  
Date of Posting: 5/19/2020  
Deadline: Until Position is filled

**Position Description:**  
(remote, as-needed, contract)

Fairfield Department of Health (FDH) is hiring Public Health Investigators to reach out to Fairfield County COVID-19 cases or contacts of COVID-19 cases. Public Health Investigator will provide instructions for isolation; perform case interviews to obtain demographic, medical, and epidemiological information pertinent to COVID-19; and perform contact tracing to identify individuals who may have been exposed. This role may also include notifying, quarantining, and monitoring individuals who have been exposed to COVID-19. This is in tandem with the Ohio Department of Health efforts to control the pandemic in Ohio. The Public Health Investigator will collect information and record using a web-based database system. The Public health investigator is expected to communicate in a professional and empathetic manner. Public Health Investigators are required to follow all scripts, policies and procedures provided by FDH, and comply with all HIPAA regulations for confidentiality.

The Public Health Investigator will be required to use their own telephone, computer equipment, office supplies, and pass a background check and motor vehicle report. Must have reliable, phone service and high-speed internet access at home. FDH assumes no responsibility for set-up or operating costs (including telephone or internet services, etc.).

**Duties:**

- Call cases or contacts of newly diagnosed COVID-19 patients
- Communicate with cases and contacts in a professional and empathetic manner
- Collect and record information on symptoms and other relevant exposures
- Public Health Investigator will follow the script to inform cases and contacts about the importance of isolation and quarantine and what to do if symptoms develop if applicable
- Other related duties as assigned.
**Requirements:**

- Experience and/or post-secondary education in Public Health, medical, or related field
- Excellent interpersonal skills required and ability to interact professionally
- Comfortable conducting telephone interviews
- Ability to show empathy to distressed individuals
- Excellent organizational and communication skills
- Ability to speak, read, and write English
- Critical thinking and sound judgment required
- Ability to handle confidential information with discretion and professionalism and comply with all HIPAA regulations
- Proficiency with computers, and virtual meeting software (MS Teams, Webex, etc.)
- Must have access to reliable high-speed internet access from home
- Must have reliable phone service at home

Interested applicants should submit a current resume with cover letter to Jamie Ehorn, Fairfield Department of Health, 1550 Sheridan Drive, Suite 100, Lancaster, Ohio 43130 or email to jamie.ehorn@fairfieldcountyohio.gov

Fairfield Department of Health is EOE compliant.