



**SARATOGA COUNTY
DEPARTMENT OF HUMAN RESOURCES**

County Municipal Center
40 McMaster Street
Ballston Spa, New York 12020

MARGARET C. MCNAMARA
DIRECTOR OF HUMAN RESOURCES

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CONTACT TRACERS
Saratoga County Department of Public Health
NO REMOTE CAPABILITY – ONSITE REQUIRED

Saratoga County's Department of Public Health is currently seeking individuals interested in serving as Contact Tracers. These are "Contract" positions at \$25/Hour and do not provide any additional benefits, ie: healthcare, paid time off.

MINIMUM QUALIFICATIONS

- Documentation of successful completion of COVID-19 Contact Tracing: A course from Johns Hopkins. The course must be completed *prior* to submitting a letter of interest.
<https://coronavirus.jhu.edu/contact-tracing>
- Computer proficiency *required* (knowledge and ability to use computers and related technology without direction)
 - Must be available to work more than three (3) days/week
 - Weekend availability *required*
 - Flu vaccination *required*
 - Ability to use discretion, maintain confidentiality and ethical conduct
- Critical thinking and problem-solving as well as ability to use sound judgement

Contact Tracing helps prevent the spread of COVID-19 by rapidly interviewing positive patients, identifying their close contacts, interviewing and alerting those contacts to the risk of infection, instructing those contacts to quarantine or isolate for 14 days to be sure they don't spread COVID-19 to others, and monitoring those in quarantine or isolation to ensure their compliance and to ascertain if they are showing any symptoms of COVID-19. Members of the Contact Tracing team will also work with any individual being traced who needs social services assistance, such as housing, food, or medicine, while they are being quarantined or isolated.

Saratoga County's Contact Tracing program operates seven (7) days a week between the hours of 8:00 AM and 8:00 PM. **Weekend and evening hours may be required depending on established schedule and the needs of the County.**

Interested candidates should submit their resume, letter of interest and documentation of successful completion of COVID-19 Contact Tracing: A Course from Johns Hopkins to: **(No email or fax submissions accepted)**

Saratoga County Public Health Services

ATTN: Mary Myers / Contact Tracing
6012 County Farm Road
Ballston Spa, NY 12020

Applicants will be contacted directly by a Public Health representative. Every effort will be made to acknowledge receipt and status of applications.