

COVID-19 TEAM CONTACT TRACER

As an entity of the Confederated Tribes of the Goshute Reservation, we, at Sacred Circle Healthcare, preserve the Goshute heritage of protecting and caring for family and extend the tradition to all marginalized and underserved populations in our area. We refuse to let access, ethnicity, or socioeconomic status restrict someone from receiving complete healthcare.

Interested in joining our team? We are looking for people who are genuine, kind, ambitious, positive, and helpful - exceptional people building on a celebrated heritage who are passionate about delivering uncompromising care - people who make a difference every day no matter what their role or position. If you are looking for a job where the work you do impacts lives for the better every day, you are in the right place!

Sacred Circle Healthcare is seeking a **full-time Covid-19 Team Contact Tracer** for our main Clinic in Salt Lake City, Utah.

Job Summary

- **Overview:** Responsible for COVID-19 tasks and for providing professional nursing care for clinic patients under supervision of the Physician or Advanced Practice Practitioner (APP). Functions as primary liaison between patients, staff and Physician or APP.
- **This is a Grant Funded Temporary Position.** After one (1) year, this position will be dissolved.
- **Reports to:** COVID-19 Response Coordinator
- **Department:** COVID Coordination
- **Schedule:** To Be Determined with the availability of 8:00 am – 6:00 pm Monday through Friday.
- **Closing Date:** September 15, 2021 or open until filled – 1 job needs to be filled immediately
- **Apply:** Visit our [website!](#)
- **Contact:** Kelsie Bolaño, 385-955-6539

The successful candidate:

- Completes all training for contact tracing.
- Understand objectives, tasks, and reporting requirements for COVID testing.
- Performs contact tracing for all COVID-19 positive patients and employees.
- Reports contact tracing information to the Utah Department of Health through the EpiTrax system.
- Coordinates and communicates with staff, patients, and families regarding COVID-19 test results and answers questions and concerns related to COVID-19.
- Performs daily patient care management for patients who test positive for COVID-19.
- Coordinates telehealth visits for patients as needed.
- Coordinate with Sacred Circle Healthcare COVID Task Force, Medical Director, and Quality Officer to ensure complete care.
- Escalate concerns promptly. Will identify needs and gaps of services and report promptly.
- Responsible for administering the COVID-19 vaccines.

Job Posting – COVID-19 Team Contact Tracer

- Responsible for administering the COVID-19 tests.
- Draws up vaccines according to manufacturer's instructions.
- Administers vaccines using safe and proper techniques and a system of double checks to ensure accuracy.
- Provides daily and community COVID-19 testing events.
- Provides daily and community COVID-19 vaccine events.
- Transports biological, sharps, and other required supplies to clinic sites in a safe and secure manner.
- Fulfills patient care responsibilities as assigned that may include checking schedules & organizing patient flow.
- Prepares patients for examination and treatment.
- Takes patient histories and vital signs.
- Performs blood draws and specimen handling.
- Prepares exam and treatment rooms with necessary supplies, materials, and instruments.
- Prepares and maintains supplies and equipment for treatments, including sterilization.
- Assists with scheduling of tests and treatments.
- Screens telephone calls for referral to physician.
- Provides general information on departmental policies and procedures.
- Notifies the Clinical Supervisor or Office Manager when clinical and office supplies need replenishing.
- Assist in maintaining patient files, records, and other information to contribute to accurate data gathering.
- Compiles and condenses technical and statistical data for reports and records.
- Attends required meetings and participates in committees as requested.
- Participates in professional development activities and maintains professional affiliations.
- Maintains patient confidentiality.
- Practice and adhere to the "Code of Conduct" philosophy and "Mission and Value Statement."
- Performs related work as required.

Required Education, Experience, Knowledge, Skills, and Abilities

- A high school diploma or GED is required. Graduation from a recognized training facility for medical assistants or equivalent is preferred.
- Minimum eight (8) years of experience in a medical assistant role. Vaccine administration experience.
- CPR certification preferred, MA certification (nationally approved certification).
- Knowledge of vaccine safety control requirements.
- Knowledge of medical practice and care to assist in giving patient care.
- Knowledge of examination, diagnostic, and treatment room procedures.
- Knowledge of medical equipment and instruments to administer patient care.
- Knowledge of common safety hazards and precautions to establish a safe work environment.
- Skill in assisting in a variety of treatments and medications as directed.
- Skill in taking vital signs.
- Skill in maintaining records and recording test results.

Job Posting – COVID-19 Team Contact Tracer

- Skill in developing and maintaining effective working relationships with patients, medical staff, and the public.
- Ability to maintain quality control standards.
- Ability to react calmly and effectively in emergency situations.
- Ability to pay precise attention to detail.

Additional Information – Join us as we are Redefining Compassionate Healthcare, together!

As group of 4 healthcare clinics, diversity drives our identity. We are proud of our Native American heritage. Whether you are seeking your first job, transitioning back into the workforce, looking to start your career, or grow an existing one, Sacred Circle Healthcare walks with you. We need you for what you can do. We strive for a mix of benefits to help you combine great work with a great life.

- Competitive pay
- Healthcare coverage for you and your family
- Generous PTO, paid holidays and floating holidays to celebrate what is important to you (prorated for part-time employees)
- Retirement matching to invest in your future
- Colleagues that are unparalleled
- A culture that is second to none

Sacred Circle Healthcare/Confederated Tribes of the Goshute Reservation gives preference to qualified American Indian/Alaskan Native Applicants