Job Title: COVID Tracer/Data Collector
Department: Employment & Social Services Department
Reports To: Education and Social Services Director
Supervises: None
FLSA Status: Non-Exempt
Pay Grade: 
Job Type: Regular, Full-Time

General Functions:
The Tracer serves Alaskan Natives and American Indian living in the Matsu Borough service area. The Tracer will focus on monitoring COVID cases and collecting data regarding grant requirements. This position will also work closely with the COVID case manager.

Duties and Responsibilities:
• Create and manage data spreadsheets
• Support department reporting requirements.
• Provide information on disease burden
• Produce data for forecasting spread and impact
• Work one on one with Case Managers on referrals and outreach for Programs and ETSD.
• Identify when thresholds have been met to adjust community mitigation measures.
• Be up to date on serologic testing.
• Obtain, track, and document all pertinent information.
• Participate in scheduled community meetings as requested.
• Work as part of a team: the team includes co-workers, partner agencies and the participant.
• Attend and actively participate in Department meeting and trainings.
• Bring policy issues to the Services director or Management Team as they arise.
• Fill in for absent Tracers when necessary.
• Maintain confidentiality according to regulations, policies, and procedures.
• Perform all related duties as assigned.

Job Specifications:
• Excellent verbal and written communication skills.
• Demonstrated ability to coordinate multiple activities.
• Strong organizational and time management skills.
• Demonstrated ability to handle crisis situations and make sound judgments.
• Excellent customer service skills
• Demonstrated ability to work in a team atmosphere.
• Demonstrated ability to recognize transferable skills in participants and apply them to the current labor market.
• Demonstrated ability to identify resources in the community to network with and do informed referrals.
• Demonstrated knowledge and understanding of the social, health, education and training and cultural needs of the Alaska Native and American Indian community.
**Minimum Qualifications:**
- Previous experience in assisting case support programs.
- Knowledge of Alaska Native and American Indian culture and/or community resources.
- Continued employment is contingent upon a report from a state and federal background check.
- Valid Alaska driver’s license and insurable under KT’s automotive insurance, which requires a driver to be at least 21 years of age and have had a driver’s license for the past 5 years.

**Additional Information:**
Hiring preference shall be given to eligible and qualified Alaska Native/American Indian applicants pursuant to P.L. 93-638 Indian Self Determination Act.

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Employee Print Name

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Employee Signature  Date

**Disclaimer**
The information provided in this description has been designed to indicate the general nature and level of work performed by incumbents within this job. It is not designed to be interpreted as a comprehensive inventory of all duties, responsibilities, qualifications and working conditions required of employees assigned to this job. Management has sole discretion to add or modify duties of the job and to designate other functions as essential at any time. This job description is not an employment agreement or contract.