



# Haverhill

Human Resources Department, Room 306

Phone: (978) 374-2357 Fax: (978) 374-2343

Denise McClanahan, HR Director – [dmcclanahan@cityofhaverhill.com](mailto:dmcclanahan@cityofhaverhill.com)

Sheila Pelczar, HR Technician – [spelczar@cityofhaverhill.com](mailto:spelczar@cityofhaverhill.com)

Christina Carrie, Head Clerk/Floater – [ccarrie@cityofhaverhill.com](mailto:ccarrie@cityofhaverhill.com)

August 28, 2020

Job # 2020-35

## **PLEASE POST ANTICIPATED OPENING**

**POSITION:** COVID-19 Contact Tracing Nurse – Part-time  
(Civil Service Position)

**HOURS OF WORK:** Up to 19 hours per week (as needed)  
Schedule to be determined

**SALARY:** \$25.00 per hour (Non-benefitted position)

### **GENERAL STATEMENT OF DUTIES AND RESPONSIBILITIES:**

This position will provide COVID-19 case management, investigation and contact tracing. Responsibilities include:

- Contact all new cases to perform case investigation of symptoms, contacts and employment.
- Assess symptoms and refer to healthcare providers as needed.
- Refer and assist in community resources as needed.
- Provide isolation documentation as required by the Department of Public Health (DPH).
- Contact all named close contacts and provide quarantine information as required by DPH.
- Perform daily phone calls to cases and contacts to evaluate COVID-19 symptoms.
- Provide COVID-19 information including symptoms, testing sites and resources.
- Monitor all cases and contacts until quarantine/isolation period is complete.
- Perform other duties as assigned by the Community Health Supervisor and/or the Human Services Director or designee.

The duties listed above are intended only as illustrations of the various types of work that may be performed. The omission of specific statements of duties does not exclude them from the position if the work is similar, related or a logical assignment to the position.

### **QUALIFICATIONS:**

Must possess a current and valid Registered Nursing License issued by the Massachusetts Board of Registration in Nursing at the time of application and original appointment. Registered Nursing license must be in good standing. CPR certification, valid driver's license required. Must have excellent computer skills (proficiency in Microsoft Word & Excel products) and be able to maintain spreadsheets/computer files/databases. MAVEN and MIIS experience are helpful.



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## **PHYSICAL REQUIREMENTS:**

Ability to move in and out of offices, buildings, and up and down stairs. Minimal physical demands are required to perform most of the work. The work principally involves sitting, with intermittent periods of stooping, walking, and standing. May be required to lift objects such as files, boxes of papers, office supplies and office equipment weighing up to 30 pounds.

Must possess mobility to work in a standard office setting and to use standard office equipment, including a computer, vision to read printed materials and a computer screen; and hearing and speech to communicate in person and over the telephone.

Visual demands require routinely reading documents for general understanding and analytical purposes and ability to read. Attendance is mandatory.

Applicants will be required to undergo a background check including CORI/SORI screening prior to appointment.

## **CLOSING DATE:**

**MONDAY, SEPTEMBER 7, 2020**

## **SUBMIT COVER LETTER, RESUME AND APPLICATION TO:**

**Denise McClanahan, Human Resources Director  
City of Haverhill  
4 Summer Street Room 306  
Haverhill, MA 01830**

The City of Haverhill is an Equal Opportunity/Affirmative Action Employer."

## **APPLICATION IS AVAILABLE ONLINE AT:**

**[http://www.haverhillma.gov/departments/human\\_resources/job\\_opportunities.php](http://www.haverhillma.gov/departments/human_resources/job_opportunities.php)**

**Application can be saved and sent as attachment when applying online. Email should be sent to [hrd@cityofhaverhill.com](mailto:hrd@cityofhaverhill.com).**

**PLEASE REFERENCE JOB # 2020-35**

**WHEN APPLYING ONLINE.**