

ALBUQUERQUE AREA INDIAN HEALTH BOARD, INC.

TRIBAL COVID-19 RESPONSE SPECIALIST CONTRACTOR ANNOUNCEMENT

GENERAL DESCRIPTION:

The Albuquerque Area Indian Health Board (AAIHB) and its Albuquerque Area Southwest Tribal Epidemiology Center (AASTEC) is seeking to hire qualified contractors to lead COVID-19 case investigation/contact tracing activities and provide information about COVID-19 vaccination as part of its comprehensive pandemic response activities. We will train qualified individuals to perform these services. The contractor will work remotely/virtually and use a web-based platforms. The contractors are required to comply with confidentiality policies related to personal health information. Expected workload range is a minimum of 20 hours per week, up to a maximum of 40 hours per week with a 6-month initial commitment. Some evening and weekend shifts required.

MAJOR DUTIES:

- Complete comprehensive case investigations for American Indian/Alaska Native individuals diagnosed with COVID-19 in accordance with protocols set forth by the Centers for Disease Control and Prevention and the New Mexico Department of Health
- Conduct contact tracing activities with individuals newly diagnosed with COVID-19
- Perform case/contact monitoring as needed
- Routinely liaison with tribal health administrators, clinicians, and incident command teams
- Provide support to AASTEC's Tribal COVID-19 Vaccination Hotline
- Communicate with all contacts in a professional and empathetic manner
- Complete timely data entry of all information gathered
- Exhibit high attention to detail and organization in the management of all records
- Follow protocols and scripts, and provide guidance and recommendations based upon evidence-based information
- Participate in routine refresher trainings
- Maintain daily contact with AASTEC/AAIHB team leads
- Protect the confidentiality of all information collected

QUALIFICATIONS:

- Bachelor degree in a health-related field required
- Ability to exhibit a professional, positive attitude and work ethic
- Excellent interpersonal skills required and ability to interact professionally with culturally diverse individuals during a time of crisis and distress
- Ability to show empathy to distressed individuals
- Excellent organizational and communication skills
- Ability to speak, read, and write English
- Native language(s) proficiency a plus
- Critical thinking and sound judgment required

- Ability to handle confidential information with discretion and professionalism
- Proficiency with computers
- Continuous access to reliable internet and cellular telephone service and private workspace
- New Mexico/Colorado Resident preferred and familiarity with local geography and tribal communities required

WORK CONDITIONS/PHYSICAL REQUIREMENTS:

The contractor will work in a remote/virtual setting

- Contractor must have continuous access to reliable internet and cellular phone service
- Preferred hours include some evenings and weekends

PREFERENCE:

American Indian applicants will be given preference, in accordance with the exemption provided under Title VII of the Civil Rights Act of 1964.

TO APPLY FOR THIS POSITION: Send CV/Resume and names of three professional references to dpeterson@aaihb.org or regular mail to: Delrae Peterson, Albuquerque Area Indian Health Board, Inc., 7001 Prospect Place, NE, Albuquerque, NM 87110. No phone calls. For best consideration, please forward all application materials by October 31st, 2021.