EMPLOYMENT OPPORTUNITY

OFFICE SPECIALISTS (Extra-Help) CONTACT TRACERS

Hourly Salary
$16.93

About the Position

The County of Yuba is currently recruiting for an Office Specialists (Extra-Help) position within the Yuba County Health and Human Services Department. The purpose of these extra-help positions will be to provide COVID-19 contact tracing. This will include calling to persons who have been exposed to someone with a positive COVID-19 diagnosis or places of business a COVID-19 positive patient has frequented. They will recommend isolation and/or testing, provides contacts with approved information on state/local quarantine procedures, encourage individuals to obtain medical evaluation, follow up to ensure they receive appropriate treatment, and if appropriate, refer them to testing locations and other social resources. Maintain security and confidentiality and adheres to ethical principles and the County of Yuba’s HIPAA policy in the collection, maintenance, use, and dissemination of data and protected health and personally identifiable information. May perform other related duties as assigned.

Ideal Candidate

A successful incumbent will have exceptional interpersonal skills, including the ability to communicate effectively and efficiently both verbally and in writing. Must possess the ability to remain calm and provide services when handling emotionally taxing and highly stressful situations. In addition, they will be proficient in composing business correspondence using Microsoft Word and Outlook.

About the Health & Human Services Department

The Yuba County Health and Human Services Department provides a wide array of services through a diverse system of holistic programs. Employees, numbering about 300, are responsible for planning, managing, coordinating, and delivering a continuum of these services in a manner that is responsive to the needs of the community. There are several major divisions within the department including: Adult Services; Child Welfare Services; Public Assistance; Employment Services; Housing and Integrated Services; Public Health; Veterans Services; and Finance and Administration. The department is committed to its vision of a healthy and thriving community by improving the overall well-being of our residents, valuing employees and encouraging a healthy work/life balance. The Health and Human Services Department offers flexible work schedules.

Qualifications

Minimum: Graduation from high school and three (3) years of general office support or secretarial experience at a level equivalent to the County’s classification of Office Assistant.

Preferred: In addition to the minimum, one year (30 semester units) of college course work with an emphasis in business practices or a related field, additional experience as previously defined and/or experience in the public sector.

Special Requirements: Must successfully complete an extensive and thorough background investigation, which may include Live Scan fingerprinting prior to hire. Must be available to work off-hours, weekend, and holiday shift work. Will be required to perform disaster service activities pursuant to Government Code 3100-3109.

The County of Yuba is an Equal Opportunity Employer (EOE) and participates in the E-Verify program.

Work With Us!

County of Yuba Human Resources
915 8th Street, Suite 113
Marysville, CA 95901
(530) 749-7860

Final Filing Date:
Friday, December 18, 2020 @ 5:00 p.m.
(or until 25 qualified applications have been received, whichever occurs first)

For specific details or to apply please visit:
https://www.calopps.org/yuba-county