



at the UNIVERSITY of CHICAGO

Maryland residents are especially encouraged to apply.

TIMING AND HOURS:

- Members of the Contact Tracing Call Team will complete a remote training during the week ending May 23, 2020.
- They will begin calling people referred to NORC as soon as they have completed training.
- We believe that we will continue our contact tracing efforts for at least six months. However, the amount of work available and the length of the effort will vary with the course of the pandemic.
- We will be placing calls seven days a week from 9:00 AM Eastern through 8:00 PM Eastern.
- Schedules will be set 1-2 weeks in advance but may be altered pending on the number of new COVID-19 diagnoses.
- Contact Tracers will work scheduled shifts, with each shift lasting 4-6 hours. We anticipate that most members of the team will work 4-5 shifts during a typical week. Each team member should be prepared to work a mix of morning, midday, and evening shifts and to work on both weekdays and weekends.
- Assignments are temporary. The number of hours each Contact Tracer will vary with the number of cases available and with each person's on the job performance.

(Closing Date: Open until filled)



**Contact Tracers Positions are Statewide
Job Order # 1159271**

Qualifications for the Ideal Candidates:

- We need people who can be empathic and caring while also being able to work quickly and maintain quality standards.
- For those without direct experience in the field, we have found that teachers, real estate agents, and some sales/customer service jobs have skills that translate to data collection positions.
- This work does offer a chance to work from home, but people will need to be willing to work set shifts (4-6 hours at a time) and have a quiet space in their homes.
- Individuals should have their own computer and access to high-speed Internet.
- A college degree is preferred, but it is not required. Having a good comfort level with technology is more important.

REQUIREMENTS FOR FIELD INTERVIEWERS:

- Present evidence of identity and authorization to work in the United States (I-9 documentation).
- Have a working home phone number and broadband internet access at home.

For more details all qualified candidates should go through the Maryland Workforce Exchange: <https://mwejobs.maryland.gov> and search for job order number (OR) Apply online by going to: <https://careers.norc.org/en-us/listing/>

/MarylandLabor

/@MD_Labor

