

BEAR RIVER HEALTH DEPARTMENT

JOB DESCRIPTION

Title: COVID-19 Specialist

Division: Community Health/COVID-19 **Brigham City**

Grade: 15 - 17 **Step:** 1

Wage: \$18.81/hr. - \$21.01/hr.

Description: Full-Time Temporary Benefited

Closing Date: Open until filled

Length of Employment: Contingent on COVID-19 funding.

Summary of Duties: Under the general direction of the COVID team lead, plan and implement the process of contacting and interviewing individuals who have been infected with COVID-19, provide vaccine education to community, and assist in various roles at vaccine clinics.

COVID-19 Vaccine Clinics (30%)

- Assists with vaccine clinics onsite and at worksites within health department jurisdiction.
 - Clerical
 - Traffic control
 - Data entry
- Assists with vaccine data entry utilizing eCW (EHR software).

COVID-19 K-12 Schools Onsite Testing (30%)

- Assists with testing clinics onsite and at worksites within health department jurisdiction.
 - Clerical
 - Traffic control
 - Data entry
- Assists with testing data entry utilizing eCW (EHR software).

COVID-19 Health Education (20%)

- Acts as a resource person by providing public health information to general community concerning COVID-19 vaccines.
- Implements vaccine information campaigns with emphasis on hesitant populations.
- Attends worksite vaccine clinics to provide vaccine education.
- Collaborates with community health workers, nurses, health educators, and community based organizations to maximize education outreach.

COVID-19 Disease Investigation and Contact Tracing (20%)

- Investigates COVID-19 cases on weekends.
- Contact individuals who have been infected with a disease, identify close contacts that they may have unknowingly exposed, and provide those contacts with the information needed to monitor their own health and prevent the spread of the illness.
- Inform and educate cases on quarantine/isolation procedures
- Conduct interviews in a professional manner that reflects emotional and cultural awareness and sensitivity
- Collect and record accurate information

Other

- Ensure and protect confidentiality
- Attends all relevant trainings and direct support meetings
- Acts as a resource person by providing public health information to general community.
- Responds to public health emergencies as required by department or division administration.
- Completes other duties as assigned

Minimum Qualifications - Education and Experience:

Grade15: High School diploma or equivalent (GED). One year of progressively responsible clerical or office employment.

OR

Successful completion of one (1) academic year of study above the high school level in a resident business or secretarial school, junior college or college.

Grade 1: Graduation from an accredited college or university with a B.S. degree in public or community health, nursing, environmental health.

Substitutions on a year-for-year basis as follows:

Additional graduate study in a public or community health program for the required full-time paid professional employment requirement.

Minimum Qualifications - Skills & Abilities:

- Must be able to maintain professional standards while enforcing public health laws.
- Must have good written, verbal, and public communication skills.
- Considerable knowledge of health education methods and preventative health practices.
- Considerable knowledge of community analysis and survey techniques, needs assessment, and principles of community organization.
- Must be skilled in computer programs including word processing, spreadsheets, databases, internet, and email use.
- Must be able to establish and maintain effective working relationships with coworkers, other agencies, and community leaders. Must be able to perform under pressure,
- Manage multiple tasks simultaneously, work well in team situations, meet deadlines, provide high level of customer service, and be able to work independently on a day-to-day basis.
- Must be skilled in computer programs including word processing, spreadsheets, databases, desk top publishing, internet, and email use. Spanish speaking skills a plus.

Special Qualifications:

- Must have a flexible schedule, available for work in the evenings and/or weekends as job requires.
- Must possess or be able to obtain a valid Utah Driver License at the time of employment.
- Must be able to provide own transportation when needed.
- Must be able to pass a full background check and drug screening urinalysis.
- Must be able to meet the physical requirements of the position including the ability to bend, stoop, and lift 50 pounds.
- Must be able to perform strenuous activities requiring flexibility, stamina, and overall general good health.

Applications available Mon. through Thurs. 8 am to 6 pm and Fri. 8 am to 1 pm at the Bear River Health Dept. 655 E. 1300 N. Logan, Utah, or on line at www.brhd.org. Return completed application, resume, and transcripts to Sylvia Tello at the Bear River Health Dept.

Email: stello@brhd.org - Phone: 435-792-6498 – Fax: 435-792-6495