

SILVER THREAD PUBLIC HEALTH DISTRICT

TITLE: COVID TEST and VACCINE ADMINISTRATOR
FLSA STATUS: Non – Exempt
FULL-TIME STATUS: Part time (20 hours per week)
Temporary until October 2021
PAY: \$28/Hr.
DEPARTMENT: PUBLIC HEALTH
LOCATION: Mineral County

Position is non-exempt and will at times require absence from the office, attendance at night and/or weekend meetings or events. Employee can perform some duties from home and is free to organize their work schedule in such a fashion as to accommodate their workload.

GENERAL STATEMENT OF DUTIES:

Under the direction of the Public Health Director, this person will be primarily responsible for assisting nursing staff in COVID-19 testing, COVID-19 vaccination clinics, as well as data entry for COVID-19 testing and vaccinating. Assist with contact tracing and case investigation for COVID-19.

ESSENTIAL JOB FUNCTIONS:

The following duty statements are illustrative of the essential functions of the job and do not include other non-essential or marginal duties that may be required. The County reserves the right to modify or change the duties or essential functions of this job at any time.

- Determine need for allocation of COVID-19 vaccine to serve target population during each phase of vaccine distribution
- Performs rapid and PCR tests for COVID-19
- Will be responsible for assisting and sometimes leading COVID-19 vaccination clinics in Mineral County
- Responsible for submitting immunization data into CIIS for all COVID-19 immunizations administered by agency within 24-hours of vaccine administration
- Will check CEDRS (state communicable disease database)
- Will receive training on Dr. Justina app in order to have data viewing and entry capabilities for assisting with contact tracing and case investigation (CT/CI) for COVID patients and exposed contacts.
- Will attend regular meetings with state, regional and local partners to maintain situational awareness of COVID-19 protocols regarding but not limited to topics such as: epidemiological surveillance, testing, vaccine, isolation/quarantine etc.

- Works closely with Creede Family Practice, and Creede School District to provide advice and data for assessing COVID-19 safety measures and protocols.

MINIMUM QUALIFICATIONS REQUIRED:

Education & Experience:

Baccalaureate or Associate degree in Nursing from a school accredited by the National League of Nursing **OR** education related with EMT certification

Licenses

- A current unencumbered license to practice as a registered nurse in Colorado is preferred **OR**
- A current Emergency Medical Technician Certification
- Valid Colorado Driver's License

REPORTING RELATIONSHIPS:

This position reports to: The Public Health Director

KNOWLEDGE, SKILLS, AND ABILITIES:

- Considerable knowledge and skill in the application of the principles and procedures of Public Health nursing. Ability to provide skilled nursing care. Demonstrate working knowledge of basic public health laws, core public-health functions, and essential public health services.
- Ability to maintain effective working relationships with other employees the public and state level representatives, exercising tact, initiative and good judgment in dealing with people.
- Considerable knowledge of disease preventive measures in improvement of Public Health.
- Ability to maintain independent judgment and effective problem-solving skills.
- Considerable knowledge of the use of community resources and the ability to coordinate and collaborate with other health care providers serving the community.
- Ability to effectively assess client and community health needs.
- Ability to communicate both verbally and in writing in a clear and concise manner.
- Ability to effectively manage time.
- Strong communication and interpersonal skills.
- Mature judgment; ability to make quick and responsible decisions.
- Knowledge of current computer technology and ability to use or learn a variety of application software programs.
- Ability to be flexible in terms of adding, subtracting or changing of specific programming options or requirements depending on current funding sources.

- The ideal candidate must be able to work in and be committed to, a small community environment.

SCOPE OF INTERPERSONAL CONTACTS:

Patients, the general public, state and federal agencies, county officials, nurses, doctors, and school officials.

MATERIAL AND EQUIPMENT USED:

- Telephone
- Fax
- Copy Machine
- Computer, printer, scanner
- Calculator
- Various software systems
- Medical Equipment
 - Stethoscope
 - Otoscope
 - Pulse Oximetry units
 - Oxygen tanks
 - Thermometer
 - Sphygmomanometer
 - Syringes
 - Blood Pressure Cuff

WORK ENVIRONMENT:

- Work is performed in an office environment, outside and in-home visits which may not be barrier free. Visits to other community departments and agencies. May be exposed to infectious waste during the course of duties.

PHYSICAL DEMANDS:

The following are some of the physical demands commonly associated with this position.

Mobility:

- Standing, squatting, walking, bending and maneuvering in private homes, which are not barrier-free when conducting home visits.

Lifting:

- Heavy lifting (>50 pounds) to transfer or turn an adult, with or without assistive services.

Dexterity:

- Handles, seizes, holds, grasps, turns, or otherwise works with hand or hands.
- Fingers, picks up, pinches, or otherwise works primarily with fingers rather than with the whole hand or arm.

Vision:

- Close vision (clear at 20 inches or less).
- Distance vision (clear at 20 feet or more).
- Color vision (ability to identify and distinguish colors).
- Peripheral vision (ability to observe an area that can be seen up and down or to the left or right while eyes are fixed at a given point).
- Depth perception (three-dimensional vision, ability to judge distances and spatial relationships).
- Ability to adjust focus (ability to adjust the eye to bring an object into sharp focus).

Communication:

- Ability to communicate both verbally and in writing in a clear and concise manner.

CONFIDENTIALITY

- Assure discreet handling of all business
- Adhere to HIPAA guidelines
- Legally required to maintain the privacy of all clients

This is an illustration 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.

The Public Health Nurse position is funded through various granting sources and contracts. The Public Health Nurse is to follow policies as set forth by Hinsdale County, Silver Thread Public Health District (STPHD) and the STPHD Board of Health as well as those stated in state, federal, and foundation granting contracts.

I _____ acknowledge that I have received a copy of the current job description for my position with Hinsdale County. I understand the job description does not constitute an employment agreement between the employer and employee and is subject to change by the employer as the needs of the employer and requirements of the job change.

Signature

Date

