

Position: School-Based Public Health COVID-19 Response/Recovery Support Personnel

Location: Braxton County Schools

Employment Term: 200 days annually

Qualifications: Demonstrated ability in verbal and written communication
Demonstrated superior interpersonal skills
Demonstrated superior organizational skills
Experience in the use of computers and software applications.
Ability to schedule, organize, and perform multiple assignments.
Must be able to travel and work flexible schedule including evenings and weekends.
Physical ability to perform functions related to this position, including lifting, carrying, and driving

Education and/or experience: Demonstrated relevant experience in education, social work, or related field
Experience in the medical field preferred

Deadline to Apply: September 1, 2021 – or until filled

Job Description:

Vaccination clinic organization –

- Coordinate vaccine clinics
- Complete paperwork to order vaccine and record vaccine verification
- Set up calls/appointments or other scheduling tasks associated with vaccine clinics

Outbreak response –

- Coordinate with the local health department when contact tracing is required
- Conduct contact tracing and case investigation
- Set up locations for student pick-up when necessary
- Act as the point of contact for families regarding COVID testing, treatment resources and return to school

Data collection/entry –

- Number of vaccinated students and teachers per school
- Number of cases identified in school, community or extra-curricular activities
- Number of instructional days by each instructional method

COVID-19 inventory –

- Maintain inventory volume for PPE and sanitation
- Act as a point of contact for schools to order additional PPE as needed

COVID-19 testing coordination (for counties opting to do school-based COVID-19 testing) –

- Coordinate between county school system and state contracted testing labs
- Submit reports to DHHR and the local health department regarding numbers of individuals tested