



JOB DESCRIPTION

To perform this job successfully, an individual must be able to perform the essential job functions satisfactorily. Reasonable accommodations may be made to enable individuals with disabilities to perform the primary job functions herein described. Since every duty associated with this position may not be described herein, employees may be required to perform duties not specifically spelled out in the job description, but which may be reasonably considered to be incidental in the performing of their duties just as though they were actually written out in this job description.

COVID-19 Testing Coordinator – Contract Position

Department: Public Health
Pay Grade: 10
FLSA Status: Non-exempt

JOB SUMMARY

Ouray County Public Health Agency is hiring a COVID-19 Testing Coordinator, who assists, plans, operates and coordinates communicable disease testing in cooperation with local community and healthcare partners. This position will maintain alternative disease surveillance systems and assist with communicable disease investigations in coordination with the Regional Epidemiologist and the Colorado Department of Public Health & Environment.

ESSENTIAL JOB FUNCTIONS

- Handles COVID-related calls, emails, reporting, and coordination related to testing.
- Supervise any volunteers assisting with testing.
- This position will also cross-train to assist with vaccine outreach and clinical operations.

MINIMUM QUALIFICATIONS

Education and Experience:

Completion of a Bachelor's degree in nursing, social work, human services, public health, environmental science, microbiology, or related field and five years of human services or public health programs related experience or an equivalent combination of education and experience sufficient to successfully perform the essential duties of the job such as those listed above, unless otherwise subject to any other requirements set forth in law or regulation.

Certifications and/or Licenses:

Valid state driver's license.

Knowledge, Skills and Abilities:

Knowledge of COVID-19 testing guidelines, ability to communicate clearly and effectively, and ability to use computer programs and general COVID-19 testing materials. Good customer service skills are very important. Understanding of HIPPA law compliance is necessary.

PHYSICAL DEMANDS

This job requires continuous talking or hearing, frequent sitting, occasional reaching with hands and arms, occasional walking, and occasional standing. Occasionally required to lift up to 25 pounds.

WORK ENVIRONMENT

While performing the duties of this job, the employee works in an indoor and outdoor environment.

BENEFITS & PAY

This position is scheduled to be open until an adequate pool is reached. The hiring range for this position is \$24.51 to \$30.64 an hour. New hires are typically made at or near the minimum of the hiring range.