

Job Posting: Notice of Vacancy

It is the intention of the LaSalle County Health Department to fill one or more vacancies in the following job classification:

Classification: COVID Testing Program Organizers
Location: LaSalle County
Department: LaSalle County Health Department
717 E. Etna Road
Ottawa, IL 61350

Regular Work Week: Monday through Friday
Hours of Work: One report to work 8:00am-1:00pm
Second report to work 12:00pm-5:00pm
Hourly Wage: Hourly rate range \$12.29-19.15/hour
Dependent upon education

See Job Description for Duties, Minimum Qualifications

Interested persons should apply by providing a resume and completed LaSalle County employment application and returning it to:

LaSalle County Health Department
ATTN: Connie Brooks
717 E. Etna Road
Ottawa, IL 61350

Or email: cbrooks@lasallemounty.org

LaSalle County Health Department

Job Duties and Qualifications

TEMPORARY EMPLOYEE

COVID-19 Testing Program Organizer

Minimum Qualifications

- **Must have a minimum of a High School Diploma**
- **Holds Valid Illinois driver's license**
- **Has reliable transportation**
- **Exhibits strong communication skills (written and oral)**
- **Proficient computer skills are necessary and should include the ability to access and navigate various databases and software programs following training**
- **Exhibits ability to prioritize and multitask job duties**
- **Exhibits ability to work independently, and as a team player**
- **Exhibits ability to handle tasks assigned accurately, in a timely manner and with minimal supervision**
- **Ability to interact positively with other LaSalle County employees and agencies**
- **Excellent communication and organizational skills, and attention to detail**
- **Ability to interact appropriately and effectively with a wide range of persons**

Job Description

The COVID Testing Program Organizers are responsible for all aspects of COVID Testing for LaSalle County Health Department.

Aspects of COVID testing include, but are not limited to, logistics of all needed testing, scheduling of testing and helper staff, fielding calls on testing questions, preparing shipments, data entry, and overall trailer upkeep. Fit tested and trained to test or help as needed.

Hours of work will be Monday through Friday, one organizer from 8am-1pm and the other organizer from 12pm-5pm.

SPECIFIC DUTIES

Receives direction from Personal Health Coordinator and/or Director

Inventory and maintain all COVID testing supplies (Abbott BinaxNOW, Abbott IDNOW, Midwest Coordination Center, and any other tests that may be offered, including PPE for testers through a purchase order to the Personal Health Director.

Schedules testers and helpers to work COVID Testing Trailer; assists in either aspect as needed

Data entry into Simple Report, MCC, and other systems possibly used for reporting lab results

Field calls related to COVID testing, scheduling of COVID tests, test results, and testing questions in general

Arrange send out PCR packaging for FED Ex either express pickup and or drop site delivery

Scan in client's consent for upload into MCC system to prepare for shipment

Prepare daily schedule for the testing trailer including but not limited to, the consents, type of test, and excel document

Ensure there enough ancillary supplies (printer paper, toner, pens/pencils, Lysol spray, disinfectant wipes, etc.) in trailer

Field cancellations to open appointments back up for others in both JotForm and Google Calendar

Troubleshoot any issues that may arise regarding COVID testing

Schedule any new testing staff for fit testing with Personal Health Director

Maintain a pulse on the given day's "live" schedule to allow for last minute fit-ins

Ensure testing of Health Department staff on a weekly basis as defined by Personal Health Director

Performs other COVID related duties as assigned

WORK ENVIRONMENT AND PHYSICAL REQUIREMENTS

The position is located at the LaSalle County Health Department in the Administrative portion of the Testing Trailer.

This position is TEMPORARY Position. Estimated hours are no more 29 hours per week. Work schedule shall be during testing hours of Monday through Friday. **The position is GRANT FUNDED through March 31, 2022. Continuation of the position is dependent on renewed grant funding.** Eligible candidates can apply for full time employment with department if it becomes available.

SALARY AND BENEFITS

Salary Range is \$12.29 - \$19.15 per hour, depending on educational qualifications. Temporary employees are not eligible for paid time off or employee insurance.