

JOB DESCRIPTION – COVID-19 Health Screener (Temporary)

Schedule – 20-40 hours per week (not to exceed 6 months) Pay Rate - 15/hour

POSITION SUMMARY

This position provides COVID-19 screenings to incoming employees and visitors to the Adair County Courthouse located at 106 W. Washington, Kirksville Missouri. Preferred applicants should possess strong interpersonal and communication skills. Must be trustworthy, accountable, and maintain confidential information. This is a temporary non-benefit position that will work varying hours (20-40 per week) Monday through Friday between the hours of 8:30am and 4:30pm. This position reports to the County Commission.

JOB DUTIES

- Administer COVID-19 screening questionnaire to each employee/visitor.
- Check employee/visitor temperatures using non-contact infrared thermometers.
- Ensure all employees/visitors entering the court building are screened.
- Maintain a detailed log of daily screenings.
- Sanitization of screening station.

WORKING CONDITIONS

This position is inside the county courthouse and will have frequent contact with Adair County employees and the public. Due to the exposure risk, the use of personal protective equipment (PPE) is required for this position. The COVID-19 Health Screener will be working in a potentially high COVID-19 exposure environment with known and unknown associated health risks. Individuals with underlying health conditions who contract COVID-19 have greater risk for morbidity and mortality as defined by the Centers for Disease Control (cdc.gov) and should consider these risks prior to accepting this position. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions

EDUCATION

Minimum Required: High School Diploma/GED; Experience in healthcare setting preferred.

EXPERIENCE/SKILLS

- Requires ability to work independently under general direction.
- Must be able to take precise notes.
- Must have interpersonal skills in dealing with the public, as well as the ability to develop and maintain professional working relationships with county officials, department heads and co-workers.
- Ability to maintain confidentiality and comply with HIPAA and all other compliance standards
- Excellent interpersonal skills, customer service skills, organizational skills, and attention to detail.
- Strong leadership skills.
- Ability to function well in a high-paced and at times stressful environment.
- Must understand written sentences and paragraphs in work related documents.
- Must be able to verbally communicate with others. Must be able to speak and talk to others to convey information effectively. Must also speak clearly so that others can understand you.
- Must communicate effectively in writing. Must have the ability to read and understand information and ideas presented in writing.
- Must have the ability to concentrate on a task for a long period of time without being distracted.

PHYSICAL REQUIREMENTS

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential duties of this position. While performing the duties of this position the employee is frequently required to talk, hear, see, sit, stand, kneel, feel, and use fingers to handle and arms to reach. The employee is required to be able to stand or sit for prolonged periods of time. Specific vision required by this job includes both up close and distance vision.

Applicants must complete an employment application. Please provide a copy of HS diploma or certificate and include copies of any other credentialing relevant to the position. Resume may be submitted with application but not required.