



# MONTGOMERY COUNTY VIRGINIA

EST. 1776

Job Opportunity

## COVID SCREENING COORDINATOR (PT TEMPORARY)

Montgomery County - Human Resources

#12012021-1

Contingent upon Federal legislation, Montgomery County Human Resources seeks a Part-Time/Temporary COVID Screening Coordinator to organize, schedule, observe testing, and track results of staff COVID-19 testing, plus provide recordkeeping of vaccination status for employees across numerous departments/affiliate agencies. Position will not administer tests, but will observe rapid self-testing done by employees to ensure compliance with regulatory guidelines. Position is tentatively scheduled to last through mid-May 2022 pending further legislative action. Reporting to the HR Director, essential duties will include but are not limited to:

- Schedule testing times with employees for recurring testing every seven (7) days, witness as employee(s) conduct self-testing of rapid test, record results, and notify HR Director in event of positive results.
- Maintain vaccination records to meet HIPAA confidentiality guidelines.
- Clean/sanitize/disinfect work surfaces between employee tests.
- Work closely with HR Director, HR Clerk, Virginia Department of Health, and NRV Task Force to coordinate isolation/quarantine or other protocols as indicated.
- May perform other duties as assigned by supervisor.

High school diploma/equivalent GED, demonstrated ability to work with MS Office software (Word, Excel, Outlook) and LaserFiche database. Prior experience handling confidential and sensitive information, strong administrative skills, organizational abilities, and ability to work with a variety of individuals with professionalism and courtesy. Candidate must have a valid, insurable driver's license. Pay **\$16.50/hour**, 32 - 34 hrs/week. Hours may vary between 7:00 AM – 5:00 PM.

Candidates should apply online at: <http://www.montgomerycountyva.gov/hr>. Applicant materials must be received by **Wednesday, December 15, 2021** to be considered. To request an application accommodation for disabilities, contact Human Resources at 540.394.2007.

Montgomery County, VA is committed to the principles of diversity and, in that spirit, seeks a broad spectrum of candidates including women, minorities, persons with disabilities, and veterans. As an Equal Opportunity Employer and certified Virginia Values Veterans (V3) organization, we are dedicated to nondiscrimination in recruitment, selection, hiring, pay, promotion, retention or other personnel action affecting employees or candidates for employment. All qualified applicants will receive consideration for employment without regard to race, color, religion, sex/gender, national origin, disability or protected veteran status.

