



District Test Site Coordinator

Status: Contract, temporary position to start as soon as possible

Days: Variable

Hours: Up to 40 hours/week

Commitment: At least 6 months

Hourly Rate: \$28.00/hour

Job Duties

The Virginia Department of Health's Thomas Jefferson Health District is hiring a temporary administrative support person to act as a Test Site Coordinator for 2019 novel coronavirus (referred to as COVID-19). The position will be based at the Charlottesville/Albemarle Health Department, but test sites would be coordinated on behalf of the entire health district (which serves the City of Charlottesville and Albemarle, Fluvanna, Greene, Louisa, and Nelson counties). The position will be responsible for all aspects of conducting COVID-19 test sites, including, but not limited to planning test site locations within the health district, coordinating staffing, gathering needed supplies, transporting supplies to test sites, set-up/clean-up of test sites, and other administrative duties regarding test sites as needed. The person hired should be extremely organized, flexible, friendly, very comfortable talking with people over the phone, and must follow confidentiality and HIPAA guidelines. Training will be provided. This position will also supervise four other test site team members.

Duties and Responsibilities include, but are not limited to:

- Planning COVID-19 test site locations
- Coordinating test site staffing
- Handle all logistics regarding test site
- Test site set-up and clean-up
- Providing general information about COVID-19 using provided talking points
- Attending meetings and trainings pertaining to test site expectations
- Must adhere to confidentiality and HIPAA guidelines
- Lifting up to 25 lbs, multiple times a day and sitting in a car up to 2 hours/day

Preferred Qualities and Qualifications:

- Extremely organized and able to adapt to changing situations
- Anyone with a public safety background is encouraged to apply
- Incident Command knowledge
- Flexible, friendly, calm, patient demeanor
- Comfortable talking with a range of community members over the phone
- Ability to work independently and as part of a team

TO APPLY submit an application via [this link.](#)

APPLICATIONS DUE: Sunday 5/10/20

INTERVIEW DATE: Thursday 5/14/20