



District Test Site Screener and Greeter

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: \$20.00/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 Pre-Registration Screener 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 answering pre-registration phone calls from citizens, screening individuals using a provided algorithm, gathering all personal information 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.

Duties and Responsibilities include, but are not limited to:

- Answering phone calls placed to the TJHD COVID-19 test site hotline
- Screening and registering individuals for testing
- Triageing phone calls
- Providing general information about COVID-19 using provided talking points
- Greeting clients at the test site
- 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
- 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