



District Test Site Specimen Processor

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 Specimen Processor 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 conducted 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 gathering all specimen collection kits, ensuring proper storage of kits, entering clients into a database before testing event, attending testing event to assist nurses with specimen collection and storage and then delivering test kits to the lab. The person hired should be extremely organized, flexible, friendly, very comfortable talking with people in various environments, and must follow confidentiality and HIPAA guidelines. Training will be provided.

Duties and Responsibilities include, but are not limited to:

- Handling test kits
- Entering clients into the registration database
- Assisting nurses at test site with specimen processing
- Providing general information about COVID-19 using provided talking points
- Transporting test kits to designated lab at the end of the testing event
- 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
- 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