



## **JOB DESCRIPTION – COVID-19 Health Screener (Temporary)**

June 2020

**Schedule – 20-40 hours per week (not to exceed 6 months) Pay Rate - \$12/hour**

### **POSITION SUMMARY**

This position provides COVID-19 screenings to incoming employees and visitors to the Navarro County Court and Justice Center Buildings. In order to be successful in this role one must possess the following characteristics: Quick Learner, Strong Interpersonal Skills with all Communication mediums, Creative and Innovative, Fosters Teamwork, Demonstrates Leadership Qualities, Strong Organization and Planning Skills, Ability to Solve Problems, but knows when to ask for input and help. Excellent responsiveness and quick follow-up to requests are key. This is a temporary, non-benefitted position that will work varying hours (20-40 per week) Monday through Friday between the hours of 7am and 5pm. This position reports to the County Auditor. This position requires a high level of trust, accountability and the ability to maintain confidential information.

### **ESSENTIAL RESPONSIBILITIES**

- 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.
- Ensure all employees/visitors are utilizing face masks in appropriate areas of the court building.
- Maintain a detailed log of daily screenings.
- Sanitization of screening station.

### **WORKING CONDITIONS**

This position is inside the county buildings in a normal office environment. It has frequent contact with the Navarro County employees and public. Due to the exposure risk, the use of personal protective equipment (PPE) is required for this position. The noise level in this building varies, but is usually moderately quiet. General office hazards are present. 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 per county policy.
- Excellent interpersonal and customer service skills.
- Excellent organizational skills and attention to detail.
- Strong leadership skills.
- Ability to function well in a high-paced and at times stressful environment.
- Requires knowledge of the structure of the English language including the meaning and spelling of words, rules of composition and grammar.
- 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 also have the ability to read and understand information and ideas presented in writing.
- Must have the ability to concentrate on a task over a 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, climb, 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. The employee must be able to lift up to 15 pounds regularly and 40 pounds occasionally. Specific vision required by this job includes both up close and distance vision.

#### **SPECIAL CONDITIONS**

Requires valid Texas driver's license.