

## COVID Response Team Utility – COVID

### DEFINITION

Under general supervision, the COVID RESPONSE TEAM UTILITY provides a broad range of COVID-19 response and recovery activities including, but not limited to, case investigation and contact tracing services; providing isolation/quarantine instructions; prevention education; support of vaccination clinics; data collection, input and management; and other related activities.

### DISTINGUISHING CHARACTERISTICS

This position is distinguished from the Health Services Assistant in performing higher level duties specific to Covid-19 response and recovery activities.

### REPORTS TO

Deputy Director of Covid Operations

### CLASSIFICATIONS DIRECTLY SUPERVISE

May exercise supervision of Health Services Assistant.

### ESSENTIAL FUNCTIONS

- Provide direct support to the Deputy Director of Covid Operations in response to COVID-19 worksite investigations and outbreaks including overseeing vaccine clinics and Covid testing.
- Serve as primary point of contact for the clinical operations and steward for COVID-19 vaccines.
- Assists with COVID-19 worksite contact investigations.
- Provide consults to worksites, schools, skilled nursing facilities regarding COVID-19 exposures and related guidance.
- Support worksites, including but not limited to; skilled nursing facilities, long-term care facilities and other facilities regarding infection control practices, COVID-19 exposures, testing, and other guidance as needed.
- Interview cases and contacts to elicit information regarding COVID-19 infection and potential exposures as indicated.
- Receive referrals from and work closely with the Director of Public Health.
- Works to respond to and process positive COVID-19 cases and worksite exposures.
- Be knowledgeable and keep informed on current state and federal guidelines regarding COVID-19 and other communicable diseases.
- Establish and maintain relationships with medical providers, community-based organizations, care facilities, businesses, and other organizations, as needed.

- Responsibilities include pickup and delivery of vaccines, maintaining accurate inventory, and safeguarding vaccines by ensuring proper storage conditions and administration.
- Ensure that the site is strictly adhering to federal and state laws for vaccination management.
- Be a liaison with other departments to create, develop and maintain site protocols and policies for vaccine management and storage.
- Be up-to-date on all vaccination coordinator training, policies, and requirements.

#### **TYPICAL PHYSICAL REQUIREMENTS**

Sit for extended periods; frequently stand and walk; ability to walk in uneven terrain for extended periods; normal manual dexterity and eye-hand coordination; corrected hearing and vision to normal range; verbal communication; use of audio-visual equipment; use of office equipment including computers, telephones, calculators, copiers, and FAX.

#### **TYPICAL WORKING CONDITIONS**

Work is performed in both an office and outdoor environments, often in inclement weather; frequent contact with staff and the public

#### **DESIRABLE QUALIFICATIONS**

##### **Skills, Knowledge, and Abilities**

- Use of infection control/safety monitoring tools and techniques.
- Careful, critical in-person observation of hand hygiene and infection prevention practices at healthcare facilities and other sites where outbreaks are occurring.
- Detailed environmental inspection and risk assessment.
- Data analysis and utilization for quality/performance improvement.
- Interpreting, summarizing, and communicating analysis and recommendations clearly by oral and written reports
- Policy/procedure development and implementation
- Training development and evaluation

##### **Preferred Knowledge of:**

- Principles of Epidemiology and surveillance
- Public health Contact investigation
- Infection control principles and guidelines
- Appropriate use of personal protective equipment
- Patient safety guidelines

**Ability to:**

- Risk assessment and risk reduction strategies
- Outbreak detection and management principles
- Maintain accurate records and documentation in web-based data platforms.
- Maintain confidentiality in accordance with County, State, and Federal guidelines
- Exercise sound independent judgment within established procedural guidelines.
- Work collaboratively with an interdisciplinary team.
- Communicate effectively orally and in writing.
- Interpret and analyze data.
- Exercise interpersonal sensitivity to establish and maintain effective working relationships with internal and external collaborators/partners.
- Understand and incorporate County's core values and ethical standards of practice into all intersections with individuals, organizations, and communities.

**Training and Experience:**

Any combination of training and experience which would provide the required knowledge and abilities is qualifying. A typical way to obtain the required knowledge and abilities might be:

**EDUCATION/EXPERIENCE**

- Licensed Vocational Nurse or Respiratory Therapist with two years' experience, in infection control or like field will be considered.
- Graduation from an approved/accredited school of nursing or practical or vocational school of nursing, required.
- Minimum of one year of full-time recent experience within the last five years as a registered nurse or Licensed Vocational Nurse or Respiratory Therapist in a clinical and/or public health setting preferred.
- Certification in Infection Prevention and Control (CIC Credential) or minimum of two years' experience in Infection Prevention/Control highly preferred.

**Certificates/Licenses/Clearances**

- Current and active license to practice as a registered or Licensed Vocational Nurse or Respiratory Therapist required.
- Certification in Infection Prevention and Control (CIC) Credential, preferred

This job specification should not be construed to imply that these requirements are the exclusive standards of the position. Not all duties are necessarily performed by each incumbent. Additionally, incumbents will be required to follow instructions and to perform other job-related duties as may be required.