



Job Title: COVID-19 Rapid Tester and Screener

Exemption Status/Test: Non-Exempt

Reports to: Director of Health Services

Date Revised: December 17, 2020

Dept. /School: Assigned Test Site

Primary Purpose:

To administer the COVID-19 rapid testing, keep supplies stocked, and report findings to licensed registered nurses.

Qualifications:

Education/Certification:

High School diploma
Certification in health related field, preferred
Comfortable wearing personal protective equipment (PPE – mask, gloves, goggles, isolation gown)

Experience:

One (1) year experience in health-related position, experience working with school-age children

Special Knowledge/Skills:

Proficient computer and clerical skills
Strong organizational, communication, and interpersonal skills
Very detail oriented and able to work well with others, excellent customer service skills to care for people with the highest possible standards

Major Responsibilities and Duties:

1. Ensure the testing site is maintained with proper testing equipment, tests, and cleaning products
2. Set up and take down of drive-thru testing site
3. Outdoor administration of the BinaxNOW or similar COVID-Rapid testing
4. Input test results into TDEM reporting system
5. Provide Health Services notification of positive cases
6. Provide consultation to employees and students during the testing process
7. Adheres to infection control protocol

Supervisory Responsibilities:

None.

Mental Demands/Physical Demands/Environmental Factors

Tools/Equipment Used: Standard office equipment including personal computer and peripherals; safety equipment, fire extinguisher, radio communication equipment, personal protective equipment (PPE)

Posture: Ability to stand for prolonged periods; occasional bending/stooping, pushing/pulling, and twisting

Motion: Continual standing and reaching; repetitive hand and arm motions

Lifting: Occasional light lifting and carrying (less than 15 pounds)

Environment: May work frequent prolonged and irregular hours, rotating early and late shift work; work outside and inside; exposure to biological hazards, bacteria and communicable diseases

Mental Demands: Work with frequent interruptions; maintain emotional control under stress

This document describes the general purpose and responsibilities assigned to this job and is not an exhaustive list of all responsible and duties that may be assigned or skills that may be required.