

# ROWAN COUNTY HUMAN RESOURCES

## JOB DESCRIPTION

**Job Title:** Temp COVID-19 Program Coordinator (Grant-Funded)  
**Department:** Health Department  
**Revised:** September 2022

**Class:** Paraprofessional  
**FLSA:** Non-exempt

*This job description supersedes any prior description for the Temp COVID-19 Program Coordinator classification.*

### **GENERAL DESCRIPTION**

Paraprofessional level work involving the day to day operation of the COVID-19 Response Team. The COVID-19 Team work to prevent, protect, and promote health in Rowan County. This work includes a range of actions for coordinating COVID-19 outreach and response. Work is performed under the general supervision of the Preparedness Coordinator and is reviewed through observation and periodic conferences. This position is grant-funded through June 2023.

**ESSENTIAL JOB FUNCTIONS** (Any one position may not include all of the duties listed, nor do the listed examples include all tasks which may be found in positions of this class.)

Organizes, sets up, and coordinates sites for vaccinations, testing, or other resources provided by the health department or in partnership with other agencies.

Organizes and updates the testing, vaccine, and other appointment schedules with external agencies to be onsite at the Health Department and distributes to community leaders and county citizens.

Coordinates and plans events, including but not limited to: organizing outreach events, training volunteers, creating advertising materials, set-up, hosting events, break down, mobile clinics, case management, data entry, interpreting, and other duties as assigned.

Inventories supplies and orders as necessary.

Assists public health officers with contact tracing, symptom reporting, and monitoring of contacts of COVID-19 patients to ensure access to testing and treatment for people who develop signs and symptoms.

Works with Health Education division to share appropriate information with media partners and provides social media education on COVID-19 and related topics.

### **OTHER JOB FUNCTIONS**

Performs related duties as required.

*Management reserves the right to add or amend duties at any time.*

### **KNOWLEDGE, SKILLS, AND ABILITIES**

Ability to communicate effectively, both orally and in writing, with persons of varied social, economic, cultural, and educational backgrounds.

Ability to establish and maintain professional and effective working relationships with staff and clients.

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Ability to be relied upon and be adaptable and flexible.

Ability to demonstrate attention to detail.

Ability to work independently.

Ability to be Innovative and work in unconventional ways or on tasks that require creativity

Ability to work in a high-pressure environment.

### **PHYSICAL REQUIREMENTS**

The work in this class is primarily sedentary in nature. Physical requirements include sitting for extended periods of time, walking, bending, stooping, and lifting books and files of approximately 10 lbs. or less. Work may include extended periods of time viewing a computer video monitor or operating a keyboard. Work will include operation of a motor vehicle. Employee may be exposed to hazardous materials.

### **EXPOSURE CONTROL**

Work activity does not entail predictable or unpredictable exposure to blood or body fluids.

### **MINIMUM EXPERIENCE AND TRAINING**

High school diploma and one year of community outreach experience; Bachelor's Degree in Public Health or other social or public service field preferred. Experience with the Latinx population preferred. Bilingual Spanish skills preferred. Experience in research and public presentations is helpful. A valid driver's license is required.

**This job description does not create an employment contract,  
implied or otherwise.**