

JOB ANNOUNCEMENT

COVID Vaccine/SPOC Operations Health Care Worker

Healthcare Support Worker

(unclassified position)

Posted: August 20th, 2021

Deadline/Closing: Open until filled

Location: Gwinnett, Newton & Rockdale Counties

Salary: \$20/hr – Hourly FT or PT

Paygrade: TPW

Position open to: All qualified applicants



Job Summary:

Will provide operational support for COVID-19 vaccine administration/testing sites throughout in Gwinnett, Newton, & Rockdale counties. Duties may include: greeting and registering patients, screening patients, processing documents, data entry, assisting with patient flow, set up/break down of mobile vaccination sites, scheduling appointments, providing home-visits with clinical staff, collecting and packaging specimens, providing follow-up phone calls to patients, and providing patient discharge education. Work sites may include mass vaccination site, Health Department clinics, mobile clinics, community facilities, and patient's homes. Additional duties as assigned.

Job Requirements: May be assigned to work OUTSIDE and MUST have the ability to be on your feet for 8+ hours. Part time employees must be flexible with working schedule & be required to work a minimum of 16-24 hours per week. Full time employees must work 40 hours per week. Operational hours may include Monday-Sunday 7:00am-8:00pm & may work COVID operations in Gwinnett, Newton or Rockdale Counties. This is a Temporary COVID Response position. Continuation dependent on COVID funding.

Minimum Qualifications:

High School Diploma

Preferred Qualifications:

Customer service experience

1 year work experience in a clinical setting

Bilingual

Instructions to Apply:

EMAIL, FAX or MAIL a completed application* to:

Katie Bowles - HR

Gwinnett, Newton, & Rockdale County Health Departments

PO BOX 897

Lawrenceville, GA 30046

Fax # 770-277-2089

katie.bowles@gnrhealth.com

At Gwinnett, Newton, & Rockdale County Health Departments, we work to protect and improve the health of those who work, live, and play in our community. Our most valuable resource is, by far, the dedicated and highly trained employees who enjoy and appreciate the opportunity they have to serve our community.

Applications may be downloaded at
www.gnrhealth.com

* We do not accept resumes without a fully completed Application for Employment. Required education credentials, license, certification and/or registration must be submitted prior to employment. Due to the volume of applications/resumes, we are unable to provide information regarding status over the telephone. No notification will be sent except to those applicants selected for interviews.

APPLICATIONS MUST BE SUBMITTED NO LATER THAN 5:00 PM ON THE DAY OF DEADLINE

An Equal Opportunity Employer

Under Title I of the ADA, we do not discriminate on the basis of disability in our employment practices.

Applicants selected for employment will be subject to the following:

Pre-employment Drug & Medical Screening | Fingerprint Criminal Record Investigation | Reference Checks