

## **LaSalle County Health Department**

### **Job Duties and Qualifications**

#### **TEMPORARY EMPLOYEE**

### **COVID-19 Case Program Assistant**

#### **Minimum Qualifications**

- **High School diploma or equivalent, Associate 's degree from an accredited college or university preferred but not required**
- **Has reliable transportation**
- **Exhibits strong communication skills (written and oral)**
- **Computer skills are necessary and should include the ability to access and navigate various databases and software programs following training**
- **Exhibits ability to prioritize and multitask job duties**
- **Exhibits ability to work independently, and as a team player**
- **Exhibits ability to handle tasks assigned accurately, in a timely manner and with minimal supervision**
- **Ability to interact positively with other agencies**
- **Ability to interact positively with other LaSalle County employees and agencies**
- **Excellent communication and organizational skills, and attention to detail**
- **Ability to interact appropriately and effectively with a wide range of persons**
- **Ability to conduct telephone-based or in-person interviews**

#### **Job Description**

The **Program Assistant** is responsible for providing administrative and logistical support to ensure efficient and effective execution of COVID-19 contact tracing collaboration with LaSalle County Health Department (LCHD).

The Program Assistant will serve as a member of LCHD's team in support of the LaSalle County Health Department's COVID-19 contact tracing initiative. The Program Assistant will play a central role in ensuring efficient and effective program activities through such responsibilities as developing and implementing organizational tools, assisting with communications activities, scheduling and logistics, supporting meetings and training activities, responding to public inquiries, data entry, expense reporting, and record keeping. This is a temporary, full-time administrative position associated with LaSalle County Health Department.

#### **RESPONSIBILITIES**

- Provide administrative support to the COVID project team and external partners as appropriate
- Develop and implement planning and project management tools on behalf of the team
- Help monitor project deliverable timelines to ensure timely completion
- Assist with logistics, scheduling, and follow-up to ensure effective implementation of meetings and trainings
- Support communications activities by maintaining contact lists, providing logistical and technical support for virtual meetings and webinars, responding to general inquiries, and other activities

- Create and update databases, including accurate data entry and the development of various queries, forms, and reports to support program needs
- Assist with expense reporting and invoice processing
- Maintain program-related files and records
- Adhere to all requirements regarding protection of confidential information and other policies and procedures internal to LaSalle County Health Department
- Performs other COVID related activities as assigned.

## **WORK ENVIRONMENT AND PHYSICAL REQUIREMENTS**

The position is housed at the LaSalle County Health Department. The position requires responding to public health emergencies and at times requires rapid turnaround of communications on short notice.

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Selected candidates require successful background check and drug screening.

**This position is TEMPORARY Position. Flexible hours vary dependent on current case load. Estimated hours are 30-40 hours per week. Requires days and weekends. The position is GRANT FUNDED through May 31, 2021. Continuation of the position is dependent on renewed grant funding. Eligible candidates can apply for full time employment if it becomes available.**

## **SALARY AND BENEFITS**

Starting Salary is 11.93 for high school graduates. Temporary employees are not eligible for paid time off or employee insurance.