

**Job Title: COVID Community Outreach Worker**

**O\*Net Code: 21-1094.00**

**Job Description:** Assist school system in the education, monitoring and control of COVID-19.

- Provide disease prevention information related to COVID-19.
  - Prepare and assemble educational brochures and other materials related to COVID-19.
  - Distribute flyers, brochures or other informational or educational documents related to the COVID-19 pandemic.
  - Advise parents, students and staff of the available COVID-19 resources.
  - Talk to students, parents or staff regarding COVID-19 control and prevention.
  - Answer phone calls related to COVID-19.
  - Identify and contact (by phone or in writing) potential exposures. Provide guidance on CDC guidelines related to testing, isolation and quarantine.
  - Telephonically monitor students and school staff who are COVID-19 positive.
  - Collect and maintain data for COVID-19 Incident Log.
  
- Provide on-site assistance with COVID-19 prevention activities.
  - Assist in ordering and maintaining COVID-19 related supplies as needed.
  - Provide PPE items to students, parents and staff entering the facility.
  - Provide temperature screening to individuals who enter the facility.
  - Clean and sanitize high traffic areas in the facility

**Skills:**

- Knowledge and experience dealing with the public preferred
- Bi-lingual (English/Spanish) preferred, but not required.
- Electronic Mail Software
- Working knowledge of MS Word and Excel.
- General working knowledge of office equipment.

**Training and Experience:**

- High School Diploma or equivalent preferred