



HARNEY COUNTY TEMPORARY COVID-19 VACCINE ASSISTANT

Days / Hours: 20 hours per week (typically 1-5 M-F)
Salary/Benefits: \$17.91 per hour

PURPOSE OF POSITION:

To provide support to the Public Health Department in matters relating to Covid-19 vaccinations. This position will be in place until Covid -19 funding expires.

ESSENTIAL JOB FUNCTIONS:

- ❖ Scan all Covid-19 forms into patients charts in Athena
- ❖ Prep for all vaccination clinics
- ❖ Perform COVID-19 tests on infectious patients in their vehicles
- ❖ Input all new information gathered from the vaccination clinics
- ❖ Document all vaccines in Athena & the state website
- ❖ Call and schedule patient appointments as it relates to Covid-19
- ❖ Update the wait list and track incoming calls
- ❖ Monitor dates and vaccine count
- ❖ Track tribal vaccinations and submit numbers for billing
- ❖ Other clerical work as needed

Mandatory Requirements

- High School Diploma
- Driver's License

Application Closing Date and Time: Until Filled Obtain an employment application and full job description from Human Resources, by email at deanna.atwell@co.harney.or.us or call 541-573-8373, The application is also available on the Harney County website under the Human Resource Department.

Harney County is an AA/EEOE.