



Title:

COVID-19 Manager

Job Category:

Professional Expert

Posted Date:

11/10/21

First Review Date:

12/10/21

Closing Date:

Opened until filled

Location: College of the Siskiyous

Primary location: Weed Campus with frequent visits to the Yreka Campus

Job Description:

PART-TIME, TEMPORARY POSITION

(28 HOURS/WEEK. JAN 1, 2022 – JUNE 30, 2022)

BASIC FUNCTIONS: Under the supervision and direction of the Interim Superintendent/President, this position performs a wide variety of specialized and targeted tasks including:

- Working with the College's PIO in making needed updates and revisions to the Siskiyous COVID-19 Prevention Plan and/or other COVID related plans
- Management of the College's COVID-19 Mitigation Team which includes contact tracers, COVID-19 Safety Protocol monitors and early morning/late afternoon COVID-19 check-in staff
- Coordination of on-campus COVID-19 testing to be conducted at both the Weed and Yreka Campuses
- Oversight of the College's COVID-19 requirement including identification of individuals not in compliance
- Communicating COVID cases with those in 'need to know' positions
- Other COVID-19 related duties.

Professional Experts are generally ineligible for benefits.

DISTINGUISHING CHARACTERISTICS: The COVID Manager is responsible for strategic-level planning and overall COVID-19 response operations.

Essential Duties Summary:

REPRESENTATIVE DUTIES AND RESPONSIBILITIES:

- Track, analyze, advise, consult, and implement new/updated public health guidelines at the direction of District/College leadership. Continuously monitor the College's COVID-19 preparedness activities, protocols, and responses to ever-changing conditions.
- Serve as the College liaison with public health agencies, attending meetings, and facilitating conversations about the College COVID-19 Prevention plans, serving as a primary point of contact for public health staff, as needed.
- Lead and coordinate the College COVID-19 response, scheduling and coordinating work and meetings, as needed, engaging stakeholders to address the ever-changing responses demanded by a pandemic. Work with Siskiyou County Public health to provide training to COVID-19 staff and stakeholders related to contact tracing, health and safety protocols, and other COVID-19 response related procedures.
- Train, direct, and oversee the work of the COVID-19 Mitigation Team members.
- Administer the College compliance with public health requirements for COVID-19 response and protocols, maintaining/updating the COVID-19 protocols, as necessary, and coordinating with College personnel to address new guidance, protocol updates/changes.
- Assist with the development, maintenance, and analysis of COVID-19 data (existing and new data) and systems, ensuring accurate, timely and actionable data is available to appropriate participants in the College COVID-19 response.
- Work with appropriate College administrators to develop strategies of communication about the College COVID-19 response and protocols for internal and external stakeholders, including but not limited to, staff, students, families, community members, and elected officials.
- Communicate in a professional and empathetic manner demonstrating sensitivity to and understanding of the diverse academic, socioeconomic, cultural, disability, gender identity, sexual orientation, and ethnic backgrounds of community college students, faculty, and staff, including those with physical or learning disabilities as it relates to differences in learning styles.
- Other duties as assigned.

KNOWLEDGE OF:

- Standard office practices and procedures, including filing and retrieval systems, correspondence formats and the operation of standard office equipment.
- Maintaining confidentiality and discretion with sensitive information.
- Principles of organizing information, record keeping, and confidential records management.
- English usage, spelling, vocabulary, grammar, proofreading, and punctuation.
- Ability to work effectively with other employees, agencies and the public.
- Business computers, standard MS Office software applications, specialized software applications and internet technologies

ABILITY TO:

- Interpret scientific and statistical information and prepare informational materials to meet the needs of various audiences.

- Recognize the importance of safety in the workplace, follow safety rules, practice safe work habits, utilize appropriate safety equipment, and report unsafe conditions to the appropriate administrator.
- Communicate effectively and clearly, verbally and in writing, in a positive and professional manner.
- Explain complex information in a clear, concise, accessible manner.
- Develop and present district-wide communication and trainings.
- Maintain confidentiality in all aspects of the job.
- Manage multiple tasks with frequent interruptions.
- Maintain honesty and integrity in all aspects of the job.
- Ability and willingness to adhere to attendance requirements, including regular and punctual employee presence.
- Promote and follow Board policies, procedures, and protocols.
- Maintain collaborative and effective working relationships with staff, elected officials, boards, outside agencies, and members of the public to meet mutual goals and objectives.
- Establish and maintain cooperative and effective working relationships with others, including those from a diverse academic, socioeconomic, cultural, disability, gender identity, sexual orientation, and ethnic backgrounds of community college students, faculty and staff.
- Work variable hours; evenings and weekend work may be required.

Required Qualifications:

MINIMUM QUALIFICATIONS:

Bachelor's degree in a related field and sufficient training and experience sufficient to demonstrate the knowledge and abilities listed above.

Desired/Preferred Qualifications:

DESIRED/PREFERRED QUALIFICATIONS:

- Bachelor's Degree in a health related field
- Trained in Contact Tracing
- Experience supervising and managing employees

LICENSES AND OTHER REQUIREMENTS:

- Valid driver's license or reliable transportation.

Physical Demands:

ENVIRONMENT:

- Potential exposures to communicable disease from direct/or indirect personal contact.
- Use of vehicles/or equipment.
- Variety of environmental conditions at work sites.

- Injury due to awkward positions, and prolonged computer work.
- Exposure to chemical agents, to include reagents, sanitizers and other chemicals that may be associated with routine and incidental assignments.

PHYSICAL ABILITIES:

- Seeing to read a variety of materials
- Dexterity of hands and fingers to operate a computer keyboard
- Sitting and/or standing for extended periods of time
- Lifting light objects, up to 25 lbs.

Salary Range: \$50/hour.

Benefits Information:

TEMPORARY POSITION

If you require reasonable accommodation to apply for this position, contact the Human Resources Office at (530) 938-5317.

College of the Siskiyous is committed to hiring a staff that is sensitive to and understanding of the diverse academic, socioeconomic, cultural and ethnic backgrounds of community college students. All applicants will receive consideration for employment without regard to race, creed, color, national origin, sex, age, marital status, disability, sexual orientation, political affiliations, or beliefs.

*College of the Siskiyous is an **Equal Opportunity Employer** and encourages applications from minorities, women, and disabled individuals.*

Special Instructions to Applicants:

APPLICATION PROCEDURE: To apply, please email Dr. Char Perlas, Interim Superintendent/President at cperlas@siskiyous.edu:

1. Cover letter/letter of interest
2. Resume
3. Un-official transcripts