**475 South Spruce Street Casper WY 82601**

**Phone: 307-235-9340**

**Fax: 307-237-2036**

[**www.casperpublichealth.org**](http://www.casperpublichealth.org/)

**Job Announcement:**

Job Title: COVID Response Nurse

Salary: RN or LPN- compensation dependent on experience  
 LPN $24/hour, RN $24-$30

Job Type: Full-time, non-exempt, term limited, limited benefits

# POSITION DESCRIPTION:

Under the supervision and direction of the Disease Prevention Clinic Manager, this position performs supportive tasks for the public health response to COVID-19. Responsibilities include proper collection, handling, documentation, and reporting of specimens for testing of COVID-19, notifying clients of COVID results, calling individuals who have been quarantined or isolated, administering COVID vaccines to all clients of qualifying ages, assisting with the COVID Call Center and answering general questions from the public in accordance with current CDC and Wyoming Department of Health guidelines, assessing client indication for testing, scheduling patients, updating and logging information, data entry, cross-training within the Disease Prevention Clinic to include time spent within the immunization department, and other tasks as assigned.

# PRIMARY DUTIES AND RESPONSIBILITIES:

*Essential functions, as defined under the Americans with Disabilities Act, may include any of the following representative duties, knowledge, and skills. This is not a comprehensive listing of all functions and duties performed by incumbents of this class; employees may be assigned duties which are not listed below; reasonable accommodations will be made as required. The job description is subject to change at any time by the employer. Essential duties and responsibilities may include, but are not limited to, the following:*

* + Proper collection, handling, documentation, and reporting of specimens for testing of COVID-19
  + Notification to clients with COVID-19 test results in a timely and professional manner
  + Contacting individuals with positive diagnostic tests for COVID-19 or with close contact to a confirmed case to provide information, updates or check progress
  + Collect, record and update information within databases and systems
  + Diffuse situations with disgruntled members of the public
  + Maintain daily contact with manager; update on daily progress; report issues from the unit to the supervisor; and brainstorm and implement solutions
  + Answer calls, questions and inquiries of the general public
  + Triage and coordinate response and follow up for inquiries or questions that cannot be answered
  + Collect pertinent health information and schedule patients as necessary
  + Enter confidential patient information without errors into multiple web based health systems
  + Communicate with the public in a professional and empathetic manner
  + Complete required paperwork for patient and public interactions with appropriate training
  + Support the relationship between the Casper-Natrona County Health Department (CNCHD) staff and the general public by demonstrating courteous and cooperative behavior when interacting with the public and CNCHD staff; maintain confidentiality of work-related issues, confidential health information and CNCHD information
  + Cross-training within the Disease Prevention Clinic to include prioritizing time spent to acquire skills, knowledge, expertise and autonomy for the proper administration of immunizations to children and adults of all ages
  + Provide and promote immunization education to clients and general public
  + Cross-training within the Disease Prevention Clinic focusing on the acquisition of knowledge, skills, expertise and autonomy to perform tasks and duties relating to patient care within the following programs: TB, Family Planning, and Sexual Health
  + Complies with Title X Grant guidelines to appropriately deliver care
  + Treat all clients with respect, dignity, and non-judgement regardless of sex, race, sexual orientation, background, socioeconomic status
  + Perform other duties as required or assigned

# Supervisory Duties:

* + - TBD

# Knowledge, Skills, and Abilities:

* Ability to follow written and oral instructions
* Ability to communicate effectively in a clear, professional, respectful, and consistent manner to clients, coworkers, supervisors, community partners, and the general public
* Possess problem solving and planning skills using critical thinking and sound judgment
* Maintains collaborative and effective working relationships with staff, elected officials, boards, outside agencies, and members of the public to meet mutual goals and objectives
* Ability to work autonomously with minimal supervision, while responsibly and respectfully staying within scope of practice
* Works independently, maintaining composure while working effectively in a high-pressure environment with changing priorities
* Uses independent judgment, personal discretion, and resourcefulness to interpret and apply guidelines

# Knowledge of standard office practices and procedures, including filing and retrieval systems, correspondence formats and the operation of standard office equipment

# Uses a variety of computer applications efficiently including word processing, spreadsheet and database applications, standard MS Office software applications, Google office platforms, specialized software applications and internet technologies

* Attention to detail and accurate entry of information
* Ability to use Electronic Medical Record systems proficiently
* Ability to chart services accurately and timely
* Maintains confidentiality and discretion with sensitive information
* Knowledge of Laboratory Quality Control procedures
* Ability to follow CLIA standards
* Provides excellent internal and external customer service
  + Ability to show empathy and support to distressed individuals
  + Ability to perform a variety of clerical tasks
  + Adaptability to a fast-paced environment

# Other Requirements:

*Individuals selected for employment are required to:*

* + Follow all scripts, policies and procedures provided by CNCHD staff and comply with training regarding confidential information related to personal health information.
  + Successfully complete additional training as necessary based on assigned job duties
  + Successfully complete medical evaluation on hire.
  + Successfully complete immunization review on hire.
  + Successfully complete drug screen on hire
  + Successfully complete Background and Central Registry Check
  + Possess a valid State of Wyoming driver’s license

# Work Environment:

* + COVID Response will operate 7 days a week between the hours of 7:00am and 9:00pm. Weekend and additional hours may be required.
  + Interactions with diverse cultural and socio-economic populations.
  + Must possess a valid driver’s license.
  + Ability to travel with use of department vehicle.
  + Ability to work some weekend and evening hours.

# Responsibility/Accountability

# This position reports to the Disease Prevention Clinic Manager

# ADA Essential Requirements

# Vision adequate for daily work, corrected vision of 20/40- on the Snellen scale.

* + Hearing adequate for daily work corrected hearing of 30 decibels on the 1000, 2000 frequency scale.
  + Must have the ability to lift twenty pounds from floor to waist level.
  + Reasonable accommodations will be addressed, based on the Position Description.

# Potential Hazards Includes

* + 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.

# Performs Other Duties as Assigned

The above statements describe the general duties, which constitute the work of this position and shall not be considered a detailed description of the work requirements inherent to this position.

**How to Apply**

Interested applicants must submit a letter of intent and resume or curriculum vitae to the

Casper Natrona County Health Department. Please submit your letter of intent and

resume/CV electronically via email:

Anna Kinder, M.S.OTR/L  
Executive Director, Casper Natrona County Health Department

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Casper WY 82601

307-577-9722

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