



**SARATOGA COUNTY
DEPARTMENT OF HUMAN RESOURCES**

County Municipal Center
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Ballston Spa, New York 12020

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COVID-19 SCHOOL TESTING SITE COORDINATOR(S)

Saratoga County Department of Public Health
NO REMOTE CAPABILITY – ONSITE REQUIRED

Saratoga County Public Health Services (SCPHS) is seeking individuals to serve as COVID-19 School Testing Site Coordinators (“Coordinators”). These are temporary, part-time, grant funded positions at \$25/Hour, and are expected to last at least thru the 2021-2022 school year.

RESPONSIBILITIES:

Coordinators will work with Saratoga County Public Health and its COVID-19 testing contractors to implement COVID-19 screening testing at participating elementary, middle, and high school buildings (both public and private) located within Saratoga County during the 2021-22 school year. Eligible students, staff and faculty, who choose to be tested, will self-collect a saliva specimen, which they will place in an appropriate collection tube and biohazard bag. Training in all areas will be provided, as will appropriate personal protective equipment (PPE).

Responsibilities include but are not limited to:

- Daily school testing site set-up (e.g., ensuring readiness of the computer, testing materials, queuing signage, and equipment)
- Checking-in individuals for testing and overseeing testing flow (place individuals in order, organize individuals into a line, move individuals efficiently through the test collection process)
- Directing and observing individuals through the self-collection specimen taking process (from a safe distance and with appropriate PPE)
- Labeling specimens in accordance with established protocols
- Packaging and preparing specimens for shipment to the laboratory
- Assisting with tidying up of school testing site area at end of each day/assigned shift
- Other tasks related to the county’s COVID-19 response, as necessary

Shift/Hours will take place Mondays-Fridays (excluding school holidays), just before/at the start of the school day (depending on the school site assigned) and will generally require 2-3 hour shifts, approximately 10-15 hours/week (more or less hours as necessary).

School Test Site Coordinator(s) – P2

This job is expected to begin early to mid-September 2021 and extend thru the School year, June 2022. Assignments will be made at a school building location within Saratoga County. Although effort will be made to have Coordinators report to the same site each day, staffing needs may necessitate reporting to different sites from time to time. All work is performed On-site; this is NOT a remote work assignment.

QUALIFICATIONS:

- Graduation from High School or possession of an equivalency certificate (GED) and...

PREFERRED SKILLS

- Good interpersonal and communication skills, particularly with children of varying ages
- Experience in a healthcare setting
- Ability to handle confidential information with professionalism and discretion
- Basic computer skills and/or the ability to perform basic data entry into a computer
- Some College or professional certification is preferred

Interested candidates should submit an application, resume, and letter of interest with details of availability Monday thru Friday, **to the following email address:**

SchoolCovidTestSites@saratogacountyny.gov

(Applicants MUST submit through this email address; No fax submissions accepted)

“School Test Site Coordinator” must appear in the subject line of your submission.

Vague submissions will not be considered in applicants favor

**Applications are available in the Human Resources Office or on our website: www.saratogacountyny.gov
Applications will be reviewed as they are received. We appreciate your patience in allowing appropriate time to review and contact applicants. Applications will continue to be accepted for as long as the posting is active**

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