

General Information

Position Title:

COVID-19 Test Observer

Department:

College Events & Scheduling

Date:

January 2021

Reports to:

College Events & Scheduling Staff

Location:

COVID-19 Testing Center

FLSA**Classification:**

Temporary

Position Summary

The Test Observer will instruct participants on how to collect a clean sample for the COVID-19 testing. They will observe the participant collecting the sample ensuring they follow the instructions and will collect the sample vial. Responsible for returning full sample boxes to the testing office refrigerator for storage.

Responsibilities (Essential Functions) Include % of time spend for each Essential Function

- Instruct participant on how to collect sample
- Observe participant self-swab (swab participants under 18 if certification allows)
- Collect vials and return full boxes to refrigerator
- Keep testing supplies stocked
- Ensure physical distancing inside the testing area
- Must wear required PPE (personal protective equipment) at all times; surgical mask, gown, goggles or face shield and gloves
- May be cross-trained for Greeter/Floater and Registration if needed

Education and Previous Experience Requirements

- High school diploma or equivalent AND First Aid, EMT, Paramedic, CMA, LPN or RN certification
- Customer service experience
- Solid computer literacy/general software use experience

Knowledge, Skills, and Abilities

- Outstanding customer service skills
- Ability to work with people of diverse backgrounds and abilities
- Ability to process information quickly and accurately
- Ability to deal with multiple priorities and high-pressure situations