

COVID-19 RESPONSE ASSISTANT

Job Title: COVID-19 Response Assistant

Reports to Lancaster Board of Health (LBOH), John Farnsworth, Chair (or designee)

Description: The Town of Lancaster COVID-19 Response Assistant will play a key role in the development, maintenance, and implementation of the Town health response to the COVID-19 pandemic, as determined by the Lancaster Board of Health (LBOH), in collaboration with Nashoba Associated Boards of Health (NBOH), Fire/Rescue/EMS (Fire), the Council of Aging (COA), Police, the Board of Selectmen, the Town Administrator, and other town agencies.

Responsibilities:

1. As directed by the LBOH, work in conjunction NBOH, Fire, COA, Police, Town Administrator, and other senior leaders and agencies. This may include working with schools, staff, students, and families to ensure access and logistical support for COVID-19 testing, vaccination, and distribution.
2. Support Council on Aging with senior's vaccination appointments, volunteer, and transportation coordination
3. Support meetings via zoom to act as either host of meeting or taking minutes as needed.
4. Effectively collaborate with the LBOH, NBOH, COA, Fire, Town Administrator, Board of Selectmen, and other agencies to promote and prioritize health, hygiene, and safety throughout the COVID-19 pandemic, including but not limited to creating and adapting policies and plans.
5. Collaborate with school nurses and school administration on COVID-19 management in schools including health checks, isolation protocol, emergency procedures for acute medical emergencies, as well as student and staff health policies.
6. Monitor CDC, MDPH, and town updates tracking current regulations and guidelines to ensure appropriate response to COVID-19 conditions, data, and policy changes.
7. Utilize LBOH COVID-19 Response Assistant Work Request and Tracking Form, submitting completed work updates within 24 hours of completion date, and contacting John Farnsworth or designee with questions.

Requirements/Qualifications:

1. Minimum HS Diploma, BA/BS in health field preferred
2. Excellent written and oral communication skills, bilingual candidates preferred
3. Outstanding professional integrity, including the ability to maintain confidentiality
4. Proficiency in Google Suite/Microsoft Office programs, including Google and MS Office applications
5. Demonstrated efficient and effective organizational skills
6. Ability to multi-task
7. Ability to communicate clearly and compassionately with elderly, sick, homebound individuals
8. Willingness to work flexible hours, including weekends

Proposed Budget:

1. Position proposed scope: start May 1, 2021, end December 31, 2021 unless extended per CARES Act or Town funding
2. Part time, 20 - 30 hours per week
3. Hourly rate \$25 - \$40
4. Target budget is \$29,000.00