

**JOB DESCRIPTION**

**Title:** COVID Support Lead

**Department:** Fire

**Grade:**

**FLSA:** Temporary / Non-Exempt

**POSITION SUMMARY:** This position will be responsible for the coordination of COVID-19 vaccination sites by providing oversight of clinic staff, customer service, logistical and administrative support, traffic control, and setting up/tearing down the site.

**ORGANIZATIONAL RELATIONSHIPS**

- 1. **REPORTS TO:** Fire Chief
- 2. **DIRECTS:** Other temporary employees and/or clinic volunteers
- 3. **OTHER:** Has daily contact with City staff and the general public

**ESSENTIAL DUTIES AND RESPONSIBILITIES**

- Manages work schedules and assignments of other temporary employees and/or clinic volunteers.
- Performs patient registration and check-in of community members scheduled to receive COVID-19 vaccine.
- Serves as way finder, outlining vaccination process and expectations.
- Collect information; review pre-filled forms for accuracy, collect consent and other information.
- Manages general administrative activities at vaccination site, including data entry
- Assist with clinic set up and tear down.
- Performs other activities related to supply management and logistics of vaccine clinic.
- Oversees pre-clinic setup and post-clinic data management activities.

Job performed mainly indoors. May require long periods of standing or walking.

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**Name of Employee (Print)**

**Signature of Employee**

**Date**