INTERNATIONAL LEADERSHIP OF TEXAS

The mission of ILTexas is to prepare students for exceptional leadership roles in the international community by emphasizing servant leadership, mastering the English, Spanish, and Chinese languages, and strengthening the mind, body and character.

Job Title: Health Services Assistant - Temp **Exemption Status/Test:** Non-Exempt

Reports to: ILTexas District Nurse Coordinator **Date Revised:** 09/2021

Dept./School: Health Services

Primary Purpose:

Work under moderate supervision to accurately assist with district COVID-19 requests. The Health Services assistant will be responsible for guiding employees who have been exposed to COVID-19 to ensure they are providing taking the proper protocols and regulations. Will be responsible for gathering data and providing information on how to properly address possible COVID exposures.

Qualifications:

Education/Certification:
Graduate of an accredited professional nursing education program
Registered nurse license (RN) verified from the Texas Board of Nursing **(Preferred)**

Special Knowledge/Skills:
Ability to use software to develop spreadsheets, databases, and do word processing
Ability to adapt to changing environments and work effectively with all levels of staff, maintaining collaborative professional relationships
Ability to maintain confidentiality and ethical conduct
Ability to understand and follow detailed written or verbal instructions
Ability to perform a variety of tasks often changing assignments on short notice with little or no direction
Excellent organizational skills
Proficient in keyboarding, 10-key numerical data entry, and file maintenance Effective communication and interpersonal skills

Experience:
Conducting phone or in-person interviews, data collection, and data entry experience preferred
Experience working with health education, community outreach, linkage to care, social services, and other public health services

Major Responsibilities and Duties:

1. Enter, update, and maintain all requests following a script or guidance, and ensure identity of employee is kept confidential.

2. Verify contacts identity through communication prior to releasing any confidential information, and preserving confidentiality at all times.
3. Complete symptom checklists for affected employees, check exposure, coordinate testing, and determine return-to-work after potential exposure.

4. Collaborate and coordinate with appropriate staff members regarding status of employee to properly monitor COVID-19 request. All staff members should be notified of proper protocols and keep track of all communication.

5. Provide guidance on quarantine procedures and check in daily to ensure protocols are being implemented as needed.

6. Compile, maintain, and file all records, and other documents as required.

7. Maintain confidentiality and ensure all information collected is in concordance with confidentiality standards.

8. Follow district safety protocols and emergency procedures to ensure quality and safety of all employees.

9. Any and all other duties as assigned by your immediate supervisor.

Supervisory Responsibilities:

None

Mental Demands/Physical Demands/Environmental Factors:

Tools/Equipment Used: Standard office equipment including personal computer and peripherals; imaging equipment

Posture: Frequent walking, standing, bending/stooping, and reaching. Occasional pushing/pulling, and twisting

Motion: Repetitive hand motions including frequent keyboarding and use of mouse; occasional reaching

Lifting: Occasional light lifting and carrying (up to 50 pounds)

Environment: May work prolonged or irregular hours**.** May require some travel and occasional participation in off-site functions

Mental Demands: Work with frequent interruptions; maintain emotional control under stress

---

This document describes the general purpose and responsibilities assigned to this job and is not an exhaustive list of all responsibilities and duties that may be assigned or skills that may be required.

Reviewed by _____ Date _____

Received by _____ Date _____