



Cayuga County Department of Human Resources and Civil Service Commission

JOB SPECIFICATION

Civil Service Title: Health Screening Assistant
Jurisdictional Class: Competitive
Civil Division: Public Health
Adoption: CSM 7/21/20
Revised: CSM

DISTINGUISHING FEATURES OF THE CLASS:

The incumbent is required to use a no-contact infra-red thermometer to obtain a temperature reading of employees/clients who are reporting for work or for an appointment at the entrance of the facility. This individual will check the temperature reading, document the reading in a log, collect the screening forms, and advise if the person is cleared to enter the facility. The incumbent will be responsible for handling confidential and time-sensitive materials and notify the Department of Health of any issues.

The incumbent will need to be comfortable wearing all provided forms of Personal Protective Equipment that is required for the position.

TYPICAL WORK ACTIVITIES: (Illustrative Only)

Taking temperatures of all employees/clients entering the facility with a no-contact infra-red thermometer;
Documentation in log of all employees who enter and whether they have a temperature above the threshold;
Review screening questionnaires for any potential issues with COVID-19 virus exposures.

FULL PERFORMANCE KNOWLEDGES, SKILLS, ABILITIES, PERSONAL CHARACTERISTICS:

Demonstrates attention to detail;
Ability to complete duties accurately and with a high quality in a timely manner;
Ability to exhibit behaviors that provide a positive experience for all people entering the facility;
Confidentiality – Maintain confidentiality of personal information;
Act with integrity and compassion;
Good oral communication skills;
Willingness to learn tasks as assigned;
Ability to work independently under time constraints.

MINIMUM QUALIFICATIONS:

High School Diploma or GED.

Previous general healthcare or healthcare clerical office experience preferred.