



CLASS SPECIFICATION

Class Title: Health Response Worker, Lead
Department: Health Administration
FLSA: Non-Exempt

Class Code: 5569
Grade: 14
Eff. Date: 07/06/2021

GENERAL PURPOSE

Under general guidance and direction of the Vaccination Supervisor, performs as a lead worker in the Davis County Health Department response efforts.

EXAMPLE OF DUTIES

Functions as a lead over assigned area(s) of responsibilities, including, but not limited to: disease investigation, contact tracing, testing, outbreaks, vaccinations, medical clinics, outreach, communications, data (surveillance, analysis and management), logistics, call center, and schools (public, private, charter and parochial). Ensures day-to-day response activities are completed efficiently and effectively and in compliance with federal, state, local and department policies and procedures.

Assists with staff oversight, including scheduling, workload assignments, work accountability, worksite management and performance improvement/feedback. Provides oversight of inventory of supplies for assigned response events (i.e. resource materials, vaccine, medical supplies and equipment). Provides guidance and support to team members and also to other health department programs, staff members, committees, and task forces.

Oversees and monitors program/project activities; participates in quality improvement and performance management efforts; relays concerns and questions to the Vaccination Supervisor. Attends meetings, trainings, conferences and seminars related to area(s) of responsibility. Provides and/or assists with staff training. Maintains a personal workload in addition to monitoring the workload of team members.

Operates a motor vehicle in a safe manner and in compliance with all Utah laws and regulations.

Performs other duties as assigned.

MINIMUM QUALIFICATIONS

1. **Education and Experience:**

High School graduation or GED plus three (3) years of full time general work experience; six (6) months of which must include work experience as a Health Response Worker or similar position; **OR** an acceptable combination of college education and experience.

Preference for:

- Work experience as a supervisor.
- Coursework in a health related field; must provide transcripts.
- Fluency in more than one language. Note: Fluency defined as the ability to verbally interpret and translate written documents from English to another language and from another language to English.

2. **Other Requirements:**

Must pass a criminal history background investigation as required by the position.

Must possess a valid driver license; new employees with an out-of-state license must obtain a valid Utah Driver License within sixty (60) days of hire date (exceptions for military personnel and their dependents).

Employees driving a personal vehicle while on county business must maintain the minimum vehicle liability insurance as specified in the Utah Code.

3. **Necessary Knowledge, Skills, and Abilities:**

Knowledge of: departmental practices, policies and procedures, standard office computer operations and software applications.

Skill in: keyboarding as required by the position; using all applicable computer hardware and software applications; using a multi-line telephone.

This position may require the driving of a motor vehicle; skill in operating a motor vehicle in a safe manner; ability to insure motor vehicle is operating in a safe manner; knowledge of Utah motor vehicle rules and regulations.

Ability to: proofread and correct documents and forms; operate applicable computer software and hardware; operate multi-line telephone and modern office equipment; correctly use grammar, spelling, and punctuation; perform routine and detailed clerical duties. Interact and communicate effectively and respectfully with persons of all ages, abilities, socioeconomic status, education, race, ethnicity, sexual orientation, and lifestyles; contribute to a professional work environment where continuous quality improvement is practiced; establish and maintain effective working relationships with supervisors, other employees, health care providers, community members, and the general public; work in and communicate effectively with department teams; maintain cultural sensitivity; follow written and verbal instructions; exercise sound independent judgment; work with minimal supervision; manages workload in a timely and effective manner.

WORKING CONDITIONS:

COVID vaccination is conducted at different locations, which could include a drive-through model in all types of weather conditions, a clinic setting and/or schools or other employment locations. Work will require driving a motor vehicle from site to site, a different site each day may happen; work in uncomfortable conditions, i.e. hot, cold, aromatic, noisy and/or dirty.

Position requires frequent exposure to the public with contagious or infectious diseases; interactions with angry, agitated and otherwise upset individuals; situations involving high-stress, confrontational, emotionally charged, or uncomfortable circumstances; exposure to hazardous chemicals. This position



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may require the use of a respirator - medical clearance, training, and fit testing will be provided. ALL PPE WILL BE PROVIDED

Requires sitting and standing for long periods of time; performing repetitive motor tasks; regular walking, stooping, standing, bending, twisting, sitting, carrying, pushing, pulling as well as occasional lifting and/or otherwise moving objects weighing up to 50 pounds; use of tools or equipment requiring a high degree of dexterity.; maintaining concentrated attention to detail, communicating via email and cellular phone is required.

The above statements are intended to describe the general nature and level of work being performed by persons assigned to this job. They are not intended to be an exhaustive list of all duties, responsibilities and skills required of personnel so classified. ***All requirements are subject to possible modifications to reasonably accommodate individuals with disabilities.***