



## Employment Opportunities

Situated in the foothills of the Appalachian Mountains and bordered by the Catawba River, Catawba County offers the hospitality and connectivity of a mid-sized community with convenient access to area amenities and North Carolina's scenic outdoors. We are an ideal home for those with a sense of adventure and a heart for hard work.

Our community's work ethic is reflected throughout our organization: if it can be done, we'll do it. If we can improve it, it'll get better. And if we can do it together, it'll be the best it can possibly be. We invite you to join our team in Catawba County, where we are dedicated to *Making. Living. Better.* - for our employees, our community, and our future - every day.

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Position: **School Health Assistants – full time/temporary**  
Department: Public Health  
Salary: \$33,084.89 (Negotiable dependent upon certifications)  
Closing Date: **Open Until Filled**

Are you a highly motivated individual looking to work full-time for the next 9 months making a difference in the lives of children and adolescents? Catawba County Public Health is recruiting ASAP for 40-50 temporary, full-time School Health Assistants to support and assist School Nurses in providing COVID-19 and other school health support to the three school districts throughout the week. Ideal applicants will have experience or advanced education as a Medical Office Assistant, Nursing Assistant, or Teacher/Teacher's Assistant. MOA or CNA certification preferred, but not required. Perfect position for medical or school retirees seeking extra income/opportunity to be directly involved with children or those who have just received their medical, education, or human services degrees looking for valuable experience.

### OTHER INFORMATION:

- These positions will work 8 hours a day Monday – Friday. Work time will vary depending on school assigned.
- *These are time limited positions that will end June 3, 2022, at the conclusion of the funding period.*
- These positions will have full county benefits.

### RESPONSIBILITIES:

- Performs symptom screenings on students and staff
- Performs basic child health assessments, including those related to COVID-19
- Medication Administration
- Follows up with staff and students after symptom detection
- Follow-up phone calls to parents of children who are sick
- Performs general medical office duties such as answering the phone, entering data into computer, completion of forms, filing, organization of supplies, coordinating traffic flow/assisting students to exam area, etc. to assist the school nurse
- Connects staff/parents/guardians/students with COVID-19 resources and education
- Investigates COVID-19 contacts and exposures within the school setting as needed
- Understanding of infection prevention and the utilization of PPE

- Comfortable with wearing full PPE (gown, gloves, N95 and face shield) as needed

#### **QUALIFICATIONS:**

- High school diploma or GED equivalent and 1 year of medical office assistant, nursing assistant, or teaching/human services work experience
- Prefer certification as a MOA (Medical Office Assistant) or CNA (Certified Nursing Assistant) I or II along with the year of experience
- Associates or Bachelor's degree in medical, educational, or human services field can substitute for experience.

#### **ADDITIONAL REQUIREMENTS:**

- A valid driver's license with a safe driving record
- Excellent communication and interpersonal skills to work well with a wide span of diverse people and professionals on all levels
- Strong assessment and referral skills
- Excellent organizational and time management skills
- Strong analytical and problem solving skills
- Ability to work independently with minimal supervision
- Effective computer skills in order to access and document in programs
- This is considered Light Work, requiring ability to stand, walk, and lift up to 20 pounds.
- Knowledge of communicable disease and virus transmission

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## **To apply...**

Apply on line at <http://www.catawbacountync.gov/county-services/human-resources/> on or before the posted closing date. OUF is Open Until Filled. For questions, call (828) 465-8383. Although accompanying resumes are welcome, a completed Catawba County application is required in order to be considered. Catawba County is an Equal Opportunity Employer. Pre-employment drug tests and criminal background checks are required on final internal and external candidate(s) applying for positions with the County.

UPDATED 8/30/2021

**PROGRESSIVE. DIVERSE. SUPPORTIVE.  
COMPASSIONATE. INNOVATIVE. MAKING. LIVING.  
BETTER.**