



VIRGINIA BEACH CITY PUBLIC SCHOOLS CHARTING THE COURSE

COVID-19 MITIGATION SPECIALIST

GENERAL RESPONSIBILITIES

Under the direction of the COVID-19 Testing Coordinator the position is responsible for assisting with the implementation of the school division's COVID-19 Testing program, Virginia School Screening for Testing Assurance (VISSTA), by coordinating activities following a positive test to prevent the further spread of COVID-19. Follow-up activities may include confirming case status, educating families on quarantine and isolation procedures, identifying, and locating those who have had close contact with students who have tested positive for COVID-19 (through classrooms, buses, extracurricular activities, sports, etc.), collaborating with public health on the case investigation, and assisting with the implementation of mitigation guidelines throughout the school community.

ESSENTIAL TASKS

(These are intended only as illustrations of the various types of work performed. The omission of specific duties does not exclude them from the position if the work is similar, related, or a logical assignment to the position.)

- Follow up on tests conducted as part of the VISSTA program, self-reported by members of the school community, or reported by public health to confirm case status, assist with identifying close contacts, and support public health's case investigation.
- Support implementation of notification procedures.
- Work with the school division, schools, and local health department to understand and implement school-based mitigation strategies.
- Maintain awareness of CDC and VDH mitigation and containment guidance.
- Assist with communicating and coordinating mitigation and containment policies across schools.
- Assist in data reporting and responding to queries from the Virginia Department of Health and Virginia Department of Education.
- Perform related work as required.

KNOWLEDGE, SKILLS AND ABILITIES

Must have strong oral and written communication skills with healthcare professionals and the public. Must have the ability to work independently and as part of a team and adapt to rapidly changing priorities. Must be able to accurately maintain medical records and prepare reports; establish and maintain effective relationships with associates, students, parents, physicians, subordinates, and others contacted in the course of work; and work onsite at the location or effectively communicate with stakeholders virtually. Must have strong computer skills, particularly in the use of Microsoft Office and Google Suite programs.

EDUCATION AND EXPERIENCE

Required: High School Diploma or GED. Must have experience in administrative or management roles and experience working in an educational environment.

Preferred: Associates Degree. Two years of professional experience planning, developing, and implementing projects in public health or a directly related health field.

PHYSICAL REQUIREMENTS

Must have the use of sensory skills to effectively communicate and interact with other employees and the public using the telephone and personal contact as normally defined by the ability to see, read, talk, hear, handle, or feel objects and controls. Frequent sitting, walking, bending, grasping, fingering, repetitive motion, and reaching. Occasional standing, running, stooping, and physical management that includes supporting individuals with impaired weight bearing or unsteady gaits, repositioning individuals in therapeutic equipment: including use of hydraulic lifts to a maximum of 100 pounds with assistance. Work involves moderate exposure to infectious disease. Ability to lift over 50 pounds occasionally. Requires timely and regular adherence to established work schedules.

SPECIAL REQUIREMENTS

Possession of a valid driver's license.

Must be able to pass a background check and necessary screening to work in a school environment.

Regular and reliable attendance is an essential function of this position.