

Job Title:	Pandemic Services Liaison		
Start Date:	Immediately		
Position Type:	Temporary/ Full-Time	Days/Hours:	M-F/ 7:00am-3:30pm (Additional Evening Hours as needed)
Annual Benefits?	\$11,621.16 (pro-rated)	Work Year:	through June 30, 2022
Driver License Required?	Yes	Degree Required?	No
Hourly Rate/Monthly Salary:	\$25.86-\$30.53/\$3,743.24-\$4,419.22	Job Category:	Classified
HR Contact:	Mercedes Henderson	Location:	Hayward Center
Contact Telephone:	510-293-2916	Date posted:	August 31, 2021
Website:	www.edenrop.org	Posting Expires:	Open Until Filled

YOU MUST COMPLETE OUR EMPLOYMENT APPLICATION FOR CONSIDERATION.

<https://www.edenrop.org/careers>

Fax:
(510) 293-8225
Email:
mhenderson@edenrop.org
Attention:
Mercedes Henderson,
Human Resources Administrator

Mail:
Mercedes Henderson, Human Resources Administrator
Eden Area Regional Occupational Program
26316 Hesperian Blvd.
Hayward, CA 94545

Job Description

Responsibilities:

- Establish and manage COVID-19 testing process and calendar
- Schedule on-site testing appointments as necessary
- Conduct COVID-19 viral testing in compliance with local and state public health orders
- Maintain accurate data of COVID-19 testing and related information
- Coordinate referrals for testing, healthcare and other supportive services, as needed
- Investigate and interview for background information necessary for reporting to the county and state health offices
- Acquire data from primary or secondary data sources and maintain databases
- Assist with compiling compliance data and developing reports and compiling statistics
- Supervise student sick bay
- Provide timely updates for the COVID-19 dashboard
- Prepare and maintain logs and records of COVID-19 exposure, close contact, etc.
- Prepare and process correspondence including parent notifications, staff notices, contractor's notices, etc.
- Maintain accurate records of activities, tasks and quarantine timelines
- Respond to requests for information and access relevant files
- Create and update COVID-19 handbook and instructions
- Enter data by inputting alphabetic and numeric information using an established procedure and through a detailed web-based interface
- Interpret data, analyze results using statistical techniques and provide ongoing reports
- Prepare for and attend COVID-19 related meetings
- Act as point of contact for all COVID-19 related information
- Make phone calls to staff, students and parents with regard to COVID-19
- Provide wide range of complex office administration and support
- Establish, maintain and monitor accurate, neat and efficient electronic and manual filing systems
- Perform other duties as assigned

Knowledge:

- Advanced Microsoft Word, Excel and online navigation
- General school office/ professional environment rules and principles



EdenAreaROP

- Correct English grammar, punctuation, spelling, and proofreading
- Record keeping and complex filing systems

Abilities:

- Interpret, apply and explain policies, procedures, rules and regulations
- Routinely, gather, collate and classify data
- Analyze issues
- Maintain confidentiality of privileged and sensitive information
- Perform a variety of technical duties in support of human resources operations and activities
- Provide information and assistance to employees, parents and students regarding COVID-19 symptoms and tracing procedures
- Perform in an independent, self-directed manner and present a professional, positive representation of the EAROP
- Communicate effectively and professionally both verbally and in writing
- Skilled at multi-tasking

Education/Experience:

- Equivalent of the completion of high school
- 3+ years administrative support experience
- Previous experience working in a school setting desired
- Bachelor's degree desired

Additional Requirements:

- Valid California Driver License & private transportation required

Accredited by the Schools Commission of the Western Association of Schools and Colleges

In accordance with the provision of Sections 504 of the Rehabilitation Act of 1973, Title IX of the Education Amendments of 1972, Title VI of the Civil Rights Act of 1964 and Eden Area Regional Occupational Program policy, no qualified person shall, on the basis of race, color, national, origin, religion, sex, handicap, or age, be excluded from participation in, be denied the benefits of, or otherwise be subjected to discrimination under any program or activity in the Eden Area Regional Occupational Program. If there are questions concerning these provisions, please contact the Superintendent's Office