HEALTH & SAFETY SPECIALIST
Emmons Wellness Center

POSITION SUMMARY

The Health & Safety Specialist provides Covid-19 screening, education and prevention to the Occidental College community. Working under the Emmons Wellness Center, the position independently performs daily temperature screens and symptoms checks to all community members, provides education on and enforcement of disease prevention measures, and conducts comprehensive contact tracing, and assists medical staff in traditional medical assistant job functions. The individual in this position works within local, state and federal policies and laws related to standard medical practice and maintaining a confidential clinical environment.

SUMMARY OF DUTIES, RESPONSIBILITIES AND GOALS

Covid-19 Screening, Education and Prevention
- Conduct daily temperature and symptom screenings of Occidental College community members.
- Refer appropriate individuals to Emmons Wellness Center for testing.
- Develop health education on Covid-19 prevention, treatment and care and deliver to community groups.
- Enforce disease prevention measures such as mask wearing and social distancing on campus.
- Coordinate and provide guidance on quarantine and isolation to individuals who test positive for Covid-19 or have been exposed to an individual who has tested positive for Covid-19.

Contact Tracing
- Interview individuals who have tested positive for Covid-19 for close contacts and encounters.
- Conduct comprehensive contact tracing using a trauma-informed, culturally respectful approach that builds trust and facilitates the free sharing of information;
- Notify and educate contacts identified as having prolonged close contact with the individual who has tested positive for Covid-19. Refer Oxy community members identified as a close contact to Emmons Wellness Center for testing. Offer non-Oxy close contacts referrals for testing and medical care.
- Follow-up with and monitor close contacts to ensure testing has occurred and connect them additional medical, behavioral, and social services as needed.

Medical Assistant
- Assist Emmons Wellness Center medical providers in Covid-19 related visits as needed.
- Perform vitals, blood draws and injections.
- Assist in conducting diagnostic testing under supervision of the medical provider.
QUALIFICATIONS

- High School Diploma or equivalent required.
- Two or more years of postsecondary education preferred.
- Completion of a course of study consistent with the requirements for Medical Assistants as specified by the Medical Board of California required.
- Minimum of 3 months of experience in a medical setting required.
- Experience with electronic medical records preferred.
- Must have strong communication and customer service skills, and a positive work history.
- Experience working with diverse populations and at-risk individuals.
- BLS - Current Basic Life Support (BLS) for Healthcare Providers by American Heart Association (AHA) required.
- Bilingual English/Spanish highly desirable.

APPLICATION INSTRUCTIONS

Please submit a resume and cover letter explaining how your qualifications meet the requirements of the position to resumes@oxy.edu and semal@oxy.edu.

As a condition of hire for a staff position and for appointment to a faculty position, Occidental College requires that all candidates who have received a conditional offer of employment complete an application form (if they have not already done so) and consent to a background check. Satisfactory completion of a background check, along with pre-employment verifications and references are required as a condition of employment, but only as permitted by federal, state, and local law, including the City of Los Angeles Fair Chance Initiative for Hiring Ordinance.

We will consider for employment all qualified Applicants, including those with Criminal Histories, in a manner consistent with the requirements of applicable state and local laws, including the City of Los Angeles’ Fair Chance Initiative for Hiring Ordinance.