



**JOB DESCRIPTION**

<b>Job Title</b>	COVID Navigator
<b>Department</b>	Student Services
<b>Reports To</b>	Director of Student Services
<b>Classification</b>	Hourly Classified
<b>Location</b>	
<b>Salary</b>	On Schedule
<b>Length of Contract</b>	School Year

This job description in no way states or implies that these are the only duties to be performed by the employee occupying this position. Employees may be required to follow other job-related instructions and to perform other job-related duties as requested, subject to all applicable state and federal laws. Certain job functions described herein may be subject to possible modification in accordance with applicable state and federal laws.

**Job Summary**

The COVID Navigator is responsible for performing tasks related to the District’s response to COVID cases; including testing, communication, tracking, and reporting. The COVID Navigator works under the direction of the Director of Student Services to perform these tasks.

**Essential Job Functions**

- Contacts families of students who were sent home due to COVID-like symptoms.
- Schedules appointments for COVID testing at community locations.
- Coordinates transportation to appointment sites when needed.
- Secures interpreting services for District and at community locations.
- Documents all contacts according to established procedures.
- Conveys accurate information to families regarding District guidelines for students staying home from school.
- Maintains confidential documentation and ensures that protected information is not shared.
- Performs related clerical and record-keeping duties.

**Ancillary Job Functions**

- Attend related training as required by the Eau Claire City/County Health Department.
- Performs other related duties as assigned.

**Required Qualifications** – Required qualifications to effectively perform the job at the time of hire. An equivalent combination of education, training, and experience will be considered. Additional requirements and/or substitutions may be requested and require the approval of HR.

- High School Diploma or GED.
- Recent responsible office experience.

**Preferred Qualifications** – Highly desired education, training, and/or experience that may be helpful in performing the job, if applicable.

- N/A

**Knowledge, Skills, and Abilities** – May be representative, but not all-inclusive, of those commonly associated with this position.

- Ability to manage and relate to children and families in difficult situations.
- Effective communication skills.
- Ability to conduct tasks with a high degree of accuracy and confidentiality.
- Ability to work a flexible schedule including hours outside of the school day.

**Work Environment** – Environmental or atmospheric conditions commonly associated with the performance of the functions of this job.

- Normal classroom/office environment.

**Physical Requirements** – The physical demands described below are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform essential functions.

- Position requires sitting at a desk/working at a computer for extended periods of time.
- Regularly required to talk and listen.
- Must be able to reach and have repetitive wrist/hand/finger movement to work on computer and/or related office equipment.