



**CITY OF PHILADELPHIA
DEPARTMENT OF PUBLIC HEALTH
DIVISION OF COVID CONTAINMENT (COCO)
(October 2020)**

POSITION TITLE: Testing Site Swabbing Instructor

PROGRAM AREA: Division of COVID Containment, Testing Strategy Branch

GENERAL DESCRIPTION

The Philadelphia Department of Public Health (PDPH), through its newly-created Division of COVID-19 Containment, is responsible for monitoring COVID-19/SARS-CoV-2 exposure within Philadelphia and determining appropriate mitigation strategies. In order to do this, PDPH will be expanding the City's surveillance and detection capabilities to ensure that cases of COVID-19 in Philadelphia residents are quickly identified and investigated. This involves working closely with laboratories and healthcare institutions to increase access to rapid testing and building systems that enable consistent data sharing among relevant partners.

The Testing Site Swabbing Instructor is responsible for observing and providing instruction to individuals performing "self-swabbing" testing at the city's mobile COVID-19 testing sites.

Full-time and part-time positions available. All schedules will include some evening and/or weekend hours to support community testing initiatives. The position is grant funded for a minimum of one year. Continuation of the position is dependent on sustained grant funding.

SPECIFIC DUTIES

- Provide clear verbal instructions to individuals regarding the proper processes and procedures for completing the "self-swabbing" COVID-19 test.
- Work with other team members to ensure that individuals complete the test properly and that specimens are handled and stored properly to prevent contamination.
- Complete registration and check-in functions as needed.
- Participate in a positive and cooperative environment with other members of the mobile testing team.
- Other duties as assigned.

REQUIRED QUALIFICATIONS

- High School diploma or GED
- Healthcare or clinical experience preferred
- Bilingual fluency preferred
- Valid Driver's License and access to a reliable vehicle required as travel throughout the city will be necessary
- Ability to interact appropriately and effectively with a wide range of persons

- Ability to work non-traditional hours in order to meet the needs of the changing COVID-19 situation

WORK ENVIRONMENT AND PHYSICAL REQUIREMENTS

While performing the duties of this job, the employee is regularly required to stand, walk, sit, talk, and hear. The employee is occasionally required to use hands to finger, handle or feel objects, tools, or controls; reach with hands or arms; stoop, kneel, or crouch. The employee must occasionally lift and/or move up to 25 pounds.

The work environment includes mobile testing sites. The position requires responding to public health emergencies and at times requires rapid turnaround of communications on short notice.

SUPERVISION

This position reports directly to the Testing Strategy Manager

SALARY AND BENEFITS

Salary is commensurate with experience and qualifications. This position comes with a comprehensive benefits package consisting of medical and dental coverage, paid sick, vacation, and personal time, and a retirement plan.

TO APPLY

At the Philadelphia Department of Public Health, we value health justice. Our work is guided by a commitment to all people's health and humanity, and we recognize the impact that COVID-19 has on our city's diverse population. We are dedicated to building a staff that reflects the diversity of Philadelphia. We encourage applications from individuals who identify with one or more of the following groups:

- a) People of color,
- b) Individuals with disabilities,
- c) LGBTQ+,
- d) First-generation college students,
- e) Individuals from a family that has qualified for federal financial assistance,
- f) Other historically underrepresented or marginalized groups.

Applicants who are originally from and live in the Philadelphia area are also strongly encouraged to apply.

To apply, please submit the following to christine.morando@phila.gov :

1. A resume or CV
2. A cover letter that includes:
 - Your experience in or with Philadelphia, if any
 - Your past or proposed contributions to diversity, equity, and inclusion