



NOTICE: This a grant-funded position aimed at assisting individuals whose employment was affected by COVID-19. The individuals hired must have been:

1. Temporarily or permanently laid off because of COVID-19: *or*
2. Unemployed for the last 26 weeks; *or*
3. Laid-off or terminated from their last job AND are eligible/receiving UI payments from the Georgia Department of Labor (GDOL); *or*
4. Self-employed and experienced a significant loss of income because of COVID-19, *or*
5. Self-employed and became unemployed because of COVID-19.

Job Title:

COVID-19 Protocol Receptionist

Job Summary:

The Protocol Receptionist is responsible for greeting internal and external customers and ensuring COVID-19 check-in protocols are followed.

Major Duties:

- Perform temperature checks.
- Sanitize work area and supplies.
- Maintain visitor log and campus lab sign-in document for appropriate entry and exit of the building.
- Operate computer system for online appointment management.
- Provides instructions for accessing offices.
- Greets persons entering establishment.
- Other duties as assigned.

Location:

This position will be located at Columbus Technical College.

Pay and Hours:

This is a temporary, full-time position. Pay is \$9-\$12 depending on qualifications. If interested, please contact our office.



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Job Title:

COVID-19 Mitigation Specialist – Sanitation

Minimum Qualifications:

None.

Job Summary:

This individual will be responsible for maintenance, proper safety and cleaning procedures. This position requires physical demands stooping, bending, pushing, pulling, lifting up to 75 lbs. or more when necessary and use of various chemicals on a daily basis.

Major Duties:

- Maintain proper care of a facilities; vacuuming, moping, carpet cleaning, windows, doors, restrooms, etc. as a part of campus COVID transmission preventative measures.
- Provide care and COVID-routine sanitation cleaning of classrooms after each class session.
- Conduct temperature checks on individuals entering campus buildings.
- COVID-19 protocol: maintains visitor log and campus lab sign-in document for appropriate entry and exit of the building.
- Use various anti-viral and anti-bacterial chemicals to maintain facilities.
- Proper use and storage of various chemicals.
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Job Title:

COVID Call Center Representative

Minimum Qualifications:

HS Diploma or GED

Job Summary:

The Columbus Health Department is in need of immediate assistance to support the call center.

Major Duties:

- Under direct supervision, this position will answer and respond to COVID-19 related calls from the public, including appointment scheduling.
- Provide COVID-19 test results and health education.
- Assist with data entry of information and mailing of materials.
- Assist with data entry at the outdoor drive-thru COVID testing and vaccination sites as needed.
- Other duties as assigned.

Location:

This position will be located at the West Georgia Department of Public Health.

Pay and Hours:

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Job Title:

COVID Support Services Worker

Minimum Qualifications:

HS Diploma or GED. Must be able to perform moderate to heavy physical activity to include, but not limited to lifting, pushing, pulling, squatting, crawling, and/or bending and be able to lift/carry/push/pull at least 50 lbs. Must be able to work between 29-40 hours per week and be able to work a flexible schedule that may include some weekends.

Job Summary:

The Columbus Health Department is in need of immediate assistance to support packing and moving of COVID supplies.

Major Duties:

Under direct supervision, this position will assist the COVID staff with the set-up and break down of COVID testing and vaccination equipment, supplies, tents, trailer, the packing/unpacking of containers, the labeling and moving of containers, and trailer loading/unloading.

Location:

This position will be located at West Georgia Department of Public Health

Pay and Hours:

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Job Title:

COVID Motor Vehicle Operator

Minimum Qualifications:

HS Diploma or GED. Must have a valid driver's license and be able to meet West Central Health District's MVR guidelines. Must be able to work flexible hours and have reliable transportation.

Job Summary:

The Columbus Health Department is in need of immediate assistance to support for mitigating COVID-19.

Major Duties:

- Drive the mobile COVID-19 unit which provides COVID services to patients in the community and surrounding communities within the West Central Health District.
- Set up/break down trailer.
- Load truck/trailer with equipment/supplies for transportation to work site.
- Transport COVID employees to designated vaccination/testing areas in the district.
- Operate/maintain the generator.
- Operate the truck and refuel/service it when necessary.
- Assist clients when they enter and depart from the mobile unit ensuring safety at all times.
- Other duties as assigned.

Location:

This position will be located at West Georgia Department of Public Health

Pay and Hours:

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