

# West Las Vegas Schools

## Employment Opportunities – In-house Notice

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West Las Vegas Schools is currently accepting letters of interest for the following positions:

- **COVID Health Assistants (3) – temporary positions solely for the remainder of the 2021-22 school year; 7.5 hours per day; no expectation of continued employment beyond the 2021-22 school year**

### **Responsibilities include but are not limited to:**

- Set up, prepare, and assist students with COVID-19 testing districtwide
- Check in students with registered testing appointments, distribute tests through the kiosk, and guide students and/or staff through self-administered tests
- Manage inventory and shipping
- Track and report key data points
- Participate in training/retraining and continuing education programs as necessary
- Comply with all designated safety policies and procedures in the work area, including the use of applicable protective equipment when necessary to prevent exposure to potentially infectious agents
- Understand and comply with applicable federal, state, and local laws and district policies
- Adhere to quality assurance procedures
- Maintain all HIPAA standards
- Effectively collaborate and coordinate with district nurses
- Perform other related duties as necessary

### **Qualifications:**

- Prior customer service experience preferred
- Possess an assertive and customer friendly style of communicating
- Organized and reliable
- Tech savvy (tools used: Apple and PC laptops, barcode scanners, Slack, Google Drive, Notion, Metabase, etc.)
- No known exposure to coronavirus or those with COVID-19 symptoms
- Willing, if needed, to be tested for COVID-19
- Comfortable wearing personal protective equipment (PPE mask, gloves, goggles, coveralls)
- Willing to move to different sites per day/during the week

### **Essential Requirements include but are not limited to:**

- H.S. Diploma or G.E.D.

**Deadline:** Until Filled

**Salary:** According to Secretary Salary Schedule, based on experience and education

Please submit the following to the district's Personnel Office (c/o Ms. Melanie Montoya; in person if available (505-426-2315) or electronically: [melanie\\_montoya@wlvs.org](mailto:melanie_montoya@wlvs.org)):

1. Letter of Interest (addressed to Mr. Christopher Gutierrez, Superintendent)