

West Las Vegas Schools Employment Opportunities – Public Notice

West Las Vegas Schools is currently accepting applications 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

Applicants must submit the following to the district's Personnel Office, located at 179 Bridge Street, Las Vegas, NM (c/o Ms. Melanie Montoya; in person (505-426-2315) or electronically: melanie_montoya@wlvs.org):

1. Noncertified Application Form (available at "Links" section of homepage) or at the district's Administration Office)
2. Letter of Interest (addressed to Superintendent Christopher Gutierrez)
3. Current Résumé, with complete contact information for three references

All short-listed applicants will be scheduled for an interview. If offered a position, potential employees will need to undergo a fingerprint background check. West Las Vegas Schools is an Equal Opportunity Employer and does not discriminate on the basis of race, color, national origin, sex, religion, age, marital/family status, or disability.