

<h1 style="text-align: center;">Ripley County Government</h1>	Name : Position and Department: TEMPORARY Part-Time Medical COVID-19 Clinic-Health Department FLSA Status: Exempt _____ Non-Exempt X _____ Supervisor: <u>Alexis C. Bushhorn</u>		
		Date: 1/21/2021 Revised:	
The purpose of this position is to perform a variety of duties that assist and support the Public Health operations and duties of the Ripley County Health Department			
Responsibilities and essential functions: Agent for Ripley County Health Officer Essential Duties and Responsibilities: The following duties are normal for this position. <u>These are not to be construed as exclusive or all-inclusive. Other duties may be required and assigned.</u> <ul style="list-style-type: none"> • Attend all COVID-19 clinics for Ripley County Health Department • Administer COVID-19 Vaccines • Assist with records in Zotec • Verify insurance eligibility • Inclusively perform other related essential duties as required by the supervisor • Perform other related essential duties as required 			
Minimum Physical and Mental Abilities Required to Perform Essential Job Functions: <ul style="list-style-type: none"> • Ability to operate a variety of automated office machines including copier, fax machine, telephone, computers/printer, etc. • Ability to operate various training, inspection/testing, and recording equipment including camera, TV/VCR/DVD, power point projector/screen • Ability to operate a motor vehicle • Ability to calmly handle irate or belligerent citizens • Ability to work with children and adults 	Special Requirements: <ul style="list-style-type: none"> • Possess Indiana Driver's License Qualifications: Minimum training and Experience Required to Perform Essential Duties and Responsibilities: Licensed Nurse to practice professional nursing in Indiana, training and experience which provides the necessary knowledge, skills, and abilities.	Environmental Adaptability: Ability to work effectively	Language Ability and Interpersonal Communication: <ul style="list-style-type: none"> • Ability to comprehend and correctly use a variety of informational resources including Indiana Codes, references books and training materials • Ability to record and deliver information, explain procedures, maintain confidentiality of restricted information, and to follow instructions • Ability to communicate effectively with the Indiana State Department of Health personnel, Ripley County Health Officer, and the general public verbally and in writing.
Work Hours: Up to 14 hours/week. Weekend & evening hours are required.			
Supervisor Signature:			
Employee Signature:			

Print and submit this form to your supervisor and the supervisor will file it with the Auditor's office.