



POSITION DESCRIPTION

TITLE – COVID Compliance Officer

DEPARTMENT – Human Resources

POSITION SUMMARY

Reporting to Human Resources and under the direction of Lead COVID Compliance Officer this position will serve on a team of trained COVID-19 support staff in the daily running, monitoring, and implementation of The Muny's COVID-19 Safety Protocols and Procedures. This position must be a reliable source of regulatory and science-based information for the organization and a resource to help solve issues in a preventative manner.

ENTRY QUALIFICATIONS

- High degree of interpretive, interpersonal communication skills
- Ability to manage staff, delegate, problem solve, and prioritize.
- Basic computer, internet, and emailing skills required.
- Working knowledge of HIPAA and ADA rules a plus.

ESSENTIAL DUTIES AND RESPONSIBILITIES

- Certification from the Health Education Services, C19CO training (2 hr session paid for by The Muny)
- Conduct COVID 19 Protocol Trainings to on-board employees.
- Daily monitoring of site-wide campus safety compliance; overseeing and monitoring adherence to protocols for physical distancing, testing, symptom monitoring, disinfecting, PPE training and use.
- Monitoring and reporting of Covid Screening Team at entrances to facility site
- Communicate safety information and promote compliance of protocols and procedures.
 - Act as a resource for COVID-19 safety information for every department
 - Communicate regularly about COVID-19 safety on campus.
 - Navigate and maintain discretion regarding personal health data, and ensure it is managed in an ethical way compliant with HIPAA and ADA guidelines.
- Provide a daily report to the Covid Compliance Team regarding any question or concerns that arise.

WORKING CONDITIONS

The Muny campus is largely outdoors during the summer in the heat. Individuals should expect to remain outdoors through most workdays.

This position requires the wearing of PPE. Noise levels will vary from very quiet to large machinery. This site is a working environment with tools, employees, truck deliveries, etc. a high degree of working awareness is needed.

Schedule of hours will vary widely throughout the season.

Position is part-time seasonal; salary is \$20 an hour and this position is eligible for overtime at the rate of time and a half after 40 hours of work in a workweek.

Send all inquiries, resumes and references to Tracy Utzmyers, Production Manager, tracyu@muny.org