



RHODE ISLAND COLLEGE JOB DESCRIPTION

Position classification: PSA Date created or revised: 11/15/2022 Exempt/Non-Exempt Status: Exempt Responsible individual: Yes Campus Security Authority: No

Title: COVID-19 Response Coordinator
Status: Full-time, 35 hours/week (may involve evening & weekend hours as required)
Grade: 9
Union Affiliation: PSA @ RIC (Professional Staff Association)
Reports to: Director, Health and Wellness

PRIMARY PURPOSE:

The COVID-19 Student Response Coordinator is responsible for overseeing and coordinating the College's response to COVID-19 suspected and confirmed cases reported to the College. This position will serve on the COVID-19 Response Team to review, develop and provide guidance for the implementation of policies and standard operating processes related to the pandemic and monitor the overall situation regarding recommendations from the Centers for Disease Control, Rhode Island Department of Health and other agencies. This position will coordinate with appropriate campus partners to reduce the spread of COVID-19, track the virus on campus, and implement culturally responsive strategies to promote behaviors that create a safe and healthy campus environment.

DESCRIPTION OF DUTIES AND RESPONSIBILITIES:

Essential Job Functions:

- Develop and implement response protocol for suspected and confirmed cases reported to the college.
- Track and manage case files using electronic management system.
- Work in partnership with contact tracing and isolation support team.
- Initiate and manage students requiring isolation in a separate residence halls from their normal residence hall, which includes oversight of the students within isolation; monitoring for worsening symptoms that may require medical care, ensuring room preparation/ maintenance with the support of other on-campus resources, organization and delivery of meals and necessary items, coordination of information with faculty for students who become too ill to participate in virtual learning or in-person classes due to the illness.
- Identify the next steps for the student in consultation with the Health Services staff, including determining the need for testing and additional medical care.
- Coordinate the documentation for the clearance of students leaving quarantine/isolation.
- Notify the Director of Facilities of the spaces that require cleaning and disinfecting following a COVID-19 exposure.
- Work closely with Health Service staff to ensure a coordinated medical response on campus, and with local and state officials.
- Maintain accurate and complete files on students within quarantine/isolation.
- Submit daily/weekly reports.

Occasional Job Functions:

- Perform other duties and responsibilities as assigned by the Director, Health and Wellness.
- Work evening and weekend hours as required.

REQUIRED QUALIFICATION STANDARDS:

Education:

Bachelor's degree.

Experience:

- Three years of experience in a related field.
- Experience serving on a risk management and/or crises intervention team.
- Experience with case management.
- Experience in data gathering and specifically data analytics for tracking and monitoring case reports.

Skills, Knowledge, and Abilities:

- Willingness to learn how to utilize Mediat, an electronic health record system.
- Willingness to learn how to utilize Maxient, an electronic case management system
- Proficient with Microsoft Office Suite.
- Excellent written and verbal communication skills.
- Strong attention to detail and accuracy.
- Ability to maintain a high level of confidentiality.
- Ability to complete responsibilities on nights and weekends as necessary.
- Strong interpersonal and organizational skills.
- Ability to prioritize work.
- Ability to multi-task, work in a fast-pace environment and handle competing demands.
- Client-focused sense of urgency and responsiveness.
- Ability to listen effectively, work independently and as part of a team.
- Ability to network and build strong relationships with internal and external customers/clients.
- Willing and able to support and advance the College mission.

PREFERRED:

- Bachelor's degree in healthcare administration, public health, business/public administration, management.
- Prior experience in higher education environment.

ENVIRONMENTAL CONDITIONS:

The employee is not exposed to known adverse environmental conditions.

The college requires that all applicants and employees be able to perform the essential functions of the job and will explore reasonable accommodations for individuals with disabilities.

As an Affirmative Action/Equal Opportunity institution that values and is committed to inclusion and expanding the diversity of its faculty and staff, the College invites members of protected classes, including minorities and persons with disabilities, to identify themselves as such at the time of application.