



COVID Technician - Temporary

Job Description

Reports To: Identity Health Clinic Office Manager

Employee (\$15-20/hour)

General schedule: 8:45 a.m.-5:15 p.m. Monday-Friday. Occasional evenings and weekends.

Identity, Inc. is a statewide 501(c)3 organization whose mission is to advance Alaska's lesbian, gay, bisexual, and transgender (LGBT) community through advocacy, education and connectivity. Our vision is for a world where all people are free to express and be proud of their gender identity and sexual orientation. Identity Health Clinic offers gender-affirming and sexuality-affirming healthcare to Alaskans.

Summary

This position will administer Identity Health Clinic's COVID-19 Rapid Testing Program, utilizing a procedure compatible with manufacturer guidelines, CLIA regulations and all other state and federal laws regarding lab testing and patient care.

Role and Responsibilities:

Daily Tasks

- Process COVID test request registrations and current patient requests for scheduling in the order that they were received.
- Check in visits.
- Accept and process patient payments over the phone.
- Wear appropriate PPE gear (face mask, gloves and gown) to administer swab tests to patients waiting in their vehicle.
- Process results per manufacturer guidelines utilizing a procedure that is compatible with CLIA regulations and all other state and federal laws regarding lab testing and patient care.

- Notify patients via phone or test results.
- Run Quality Assurance on all active COVID testing machines per manufacturer recommendations.
- Assist providers with clinical tasks related to COVID test appointments, as requested.
- Report testing results daily to the State of Alaska

Weekly/Monthly Tasks

- Other duties as assigned.
- Train permanent hire on procedures.

*Preferred Skills & Experience

- The qualified applicant will have at minimum a high school diploma and GED. Associates degree preferred in Business Administration, certification as a CMA or CNA or other front office support certification or degree program.
- Billing/coding, Athena, GSuite, EHR experience, multiline telephone, experience in social work and medical setting, basic office management skills (fax, scan, e-mail, etc.), experience working with community organizations and/or non-profit organizations, experience working with the LGBTQ+ community.

*Additional Notes

- Active support of Identity's mission
- Willingness to learn
- Compassion for others
- Willingness to work as part of a team
- Organized
- Ability to work independently
- Must be able to pass a background check
- Must be able to treat everyone with respect and dignity

This job description does not list all of job duties. Occasionally the Clinic Director or Office Manager may assign other reasonable duties. Identity reserves the right to revise this job description at any time.

Identity, Inc. is an equal opportunity/affirmative action employer and encourages applications from all qualified individuals including people of all genders; people with disabilities; Black, Brown and Indigenous people; People of Color; lesbian, gay, bisexual and queer individuals; and people with lived experience of houselessness/poverty.

To apply, send cover letter and resume to: info@identityinc.org