



COUNTY OF DELAWARE

GOVERNMENT CENTER BUILDING
201 WEST FRONT STREET
MEDIA, PENNSYLVANIA 19063

(610) 891-4852

PERSONNEL / EMPLOYEE BENEFITS

COUNCIL

BRIAN P. ZIDEK
CHAIR

DR. MONICA TAYLOR
VICE CHAIR

KEVIN M. MADDEN
ELAINE PAUL SCHAEFER
CHRISTINE REUTHER

Job Opening: Administrative Assistant at COVID-19 Vaccine Sites – Contract Position

Department: Intercommunity Health Coordination

Posting Date: February 3, 2021

Closing Date: until filled

Starting Pay: \$16.00 per hour

Weekly Hours: up to 40 hours/week; flexible to work evenings and weekends

Shift: 8:30 am to 4:30pm, extended hours as needed

Assignment: this is a temporary position active through Fall 2021

Summary:

The Administrative Assistant at Delaware County COVID-19 vaccination sites is responsible for providing support to staff, volunteers and patients to ensure safe and efficient delivery of vaccine to our community.

Essential Duties:

- Provide general clerical support
- Greet and assist staff, volunteers and patient to Site
- Assist with the management and input of the vaccination schedule
- Collect patient information
- Enter and update information into relevant databases and systems
- Provide information and direct questions over the telephone, email and in person
- Maintain confidentiality and HIPAA compliance
- Other duties and tasks needed during COVID-19 Pandemic response

Qualifications:

- Strong verbal and written communication skills
- Ability to prepare and maintain records and reports
- Excellent organizational skills
- Ability to maintain confidential information and handle confidential matters
- Ability to work as part of a team

Contact:

Please email resume and/or application to County of Delaware Personnel Department at DelcoJobs@co.delaware.pa.us.