

LAPORTE COUNTY HEALTH DEPARTMENT

www.laporteco.in.gov

Intake/Registration Staff

We are looking for a qualified Intake Registrar to register testing site participants and to verify that they have already been pre-registered for COVID-19 testing. Testing is done at a point-of-care drive-through testing site.

You will be trained and provided with protective personal equipment as required by the state Department of Health to ensure your safety.

You will help fight COVID-19 by becoming part of a team trying to solve the national COVID-19 testing shortage by providing reliable and rapid COVID-19 results (15 minutes).

Ensure that all participants are complying with mask-usage and social distance requirements

Ensure that participants understand the function and procedure of the drive-thru site

Answer any questions that participants may have

Qualifications for Intake/Registration

• **Minimum of a High School Diploma or GED required. Medical Assistant/ Patient Registrar experience preferred.**

• Strong attention to detail

• Excellent interpersonal skills

• Ability to perform physically demanding work such as moving and lifting equipment, standing for long periods of time, etc.

• Cordially greet customers who will remain in their cars

• Maintain a clean work area

• Help setting up and organize the testing site

• Practice safe work habits, including complying with all safety, health, and environmental rules and regulations

Location

LaPorte and Michigan City, Indiana Health Department locations

Salary

\$25.00 per hour/ Contract employee