

POD VOLUNTEER

DISTINGUISHING FEATURES OF THE CLASS: This is routine work which includes both medical and non-medical volunteers who are responsible for assisting at the COVID-19 vaccination point of dispensing (POD) site. Incumbents will be responsible for helping to maintain order and ensure the smooth operation at the site. The work may include checking patients in, directing traffic of patients, observing patients, setting up second dose appointments, performing medical screenings and administering vaccinations. The work is carried out in accordance with established procedures. Work is normally performed under direct supervision. Supervision is not normally a function of the class. Does related work as required.

TYPICAL WORK ACTIVITIES: The typical work activities listed below, while providing representative examples of the variety of work assignments in the title do not describe any individual position. Incumbents in this title may perform some or all of the following (depending on if the incumbents are medical or non-medical volunteers); as well as other related activities not described.

Checks patients in and ensures patients have the required paperwork;

Directs flow of patients before and after vaccination;

Observes patients in the holding area after vaccination;

Assists patients with setting up second dose appointments;

May perform medical screenings, if a medical volunteer;

May administer first and second dose vaccinations, if a medical volunteer.

FULL PERFORMANCE KNOWLEDGES, SKILLS, ABILITIES AND PERSONAL CHARACTERISTICS: Ability to get along well with others; ability to understand and follow simple oral instructions; willingness to perform routine manual work; tact and courtesy.

MINIMUM QUALIFICATIONS: None.

ULSTER COUNTY
2021
4853 POD VLNTR
Classification: Proposed Labor
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Adopted: April 1,