

**CALIFORNIA STATE SENATE
JOB ANNOUNCEMENT
PAID SENATE HEALTH CARE INTERN*
OFFICE OF CAPITOL HEALTH SERVICES
(SACRAMENTO, CA)**

Are you looking for an exciting and fast-paced career? Consider the California State Senate and be part of an organization that serves to strengthen the State through dedicated service to all. We are looking for enthusiastic and motivated individuals to join our team. If you are interested in a challenging opportunity in a high-energy, team-oriented environment, you are encouraged to apply.

BASIC FUNCTIONS:

Under the direct supervision of Capitol Health nurses, the Health Care intern will assist with the facilitation of the COVID-19 antigen-screening program twice per week. Duties include receiving and registering participants, screening results, and administering the nasal swabs. The office will work with applicants who are requesting to receive undergraduate or graduate credit. Internship terms will be determined based on availability and needs of the Capitol. Interns will receive training on the Legislature's testing program, as well as Health Insurance Portability and Accountability Act (HIPAA) training and certification.

DUTIES:

Interns will be responsible for facilitating COVID-19 Antigen screening under the supervision of medical professionals; assisting with data entry; responding to legislative office requests; working with staff on special projects and assignments; attending legislative events to ensure COVID guidelines are followed; and completing other miscellaneous tasks, as required. During the testing clinic, the Executive Assistant may need to assist testing participants in registering for the program. Under the supervision of medical professionals, the MA will perform Covid-19 screening tests (swabbing). Other duties may include working with CHS staff on special projects and assignments and completing other miscellaneous tasks, as assigned.

QUALIFICATIONS AND EDUCATION:

We are seeking candidates who are fully vaccinated with experience in the medical field and a strong interest in public health. Applicants must be over the age on 18 and able to maintain strict confidentiality and adhere to HIPAA regulations. High School diploma or equivalent required. Associate or Bachelor's degree preferred. Emergency Medical Technician (EMT) and Cardiopulmonary Resuscitation (CPR) and First Aid certification preferred. Preference will be given to Medical Assistants, RN'S, LVN'S, and other medical professionals.

You will be required to submit a copy of your COVID vaccination card with your new hire paperwork.

DESIRED QUALIFICATIONS:

Ideal candidate must have a strong interest combating the COVID-19 pandemic, along with the following desired skills. Excellent written and oral communication skills are a must; strong organizational skills and the ability to work with minimal supervision; critical thinking and creative problem solving; ability to manage multiple tasks and competing deadlines simultaneously; proficient in using Microsoft Word and Excel; ability to work in a fast-pace environment; ability to assist with office procedures, routine correspondence, telephone inquiries and special projects.

LOCATION, SALARY AND FILING DATE:

This position is located in Sacramento, CA.

Salary is based on current minimum wage of \$15.00 per hour.

*This position is on a temporary basis.

No benefits provided with this classification.

Applications will be accepted throughout the duration of the COVID-19 antigen-screening program.

SUBMIT COVER LETTER, RESUME, AND SENATE APPLICATION VIA EMAIL TO:

Jennifer Hatfield, Health Nurse Supervisor

Office of Capitol Health Services

Jennifer.Hatfield@sen.ca.gov

The Senate application form is available through the Senate job webpage:

www.senate.ca.gov/senatejobs

The California State Senate values diversity at all levels of the organization and is committed to fostering an environment in which employees from a variety of backgrounds, cultures, and personal experiences are welcomed and can thrive. The Senate believes the diversity of our employees and their unique ideas inspire innovative solutions to strengthen our ability to support the legislature. Join the California State Senate and help us support California communities.

Date Posted 06/29/2022