



Lewis County Employment Opportunity

Department: Public Health & Social Services | Position: Community Outreach
Worker/Covid-19 Investigator –
Project Based

Who May Apply: Any Qualified Applicant

Employment Status: Full time, 12 month Project-Based

Salary Range: Grade 115: \$19.61-\$26.36 per hour

Posting Opens: 8/10/2021

Posting Closes: Open Until Filled

DEPARTMENT / OFFICE

This position is with the Public Health & Social Services Department, Administrative Division, located at 360 NW North St., Chehalis, WA 98532

POSITION SUMMARY

This is estimated to be a 12 month project based position. Under close supervision, promotes community awareness of Public Health issues; Investigates Covid-19 contract tracing, presents health information and performs a variety of clerical functions in support of departmental operations.

HOW TO APPLY

Application materials and job description are available online at <https://jobs.lewiscountywa.gov/jobs/>

Application packets may be requested by calling 360-740-1148.

Applicants with disabilities who need accommodation with the application and/or selection process should contact the ADA Coordinator, Human Resources at 360-740-1408 or 740-1480 TTY.

Lewis County accepts no responsibility for completeness of applications, the timely delivery or the loss or damage of data when sent by email, fax, U.S. Postal Service, private carrier, delivery service, or other provider. Application materials received by Lewis County become the property of the County.

WHO MAY APPLY

This recruitment is open to any qualified **applicant** who meets the minimum qualifications and can perform the essential functions, with or without accommodations, and possesses the knowledge, skills and abilities as identified in the job description.

APPLICATION REQUIREMENTS

The following items are **REQUIRED** for your application to be considered complete and for you to be considered for this recruitment.

Note: ALL sections of the application must be complete. "See resume" is not acceptable.

- ✓ Lewis County Employment Application
- ✓ Authorization to Release Information
- ✓ Cover Letter
- ✓ Resume

MINIMUM REQUIREMENTS

- ▶ High School Diploma or G.E.D. equivalent AND one (1) year of experience in customer service and/or office work.
- ▶ Valid Driver's License
- ▶ May be required to pass criminal background check
- ▶ Proof of eligibility to work in the United States
- ▶ Ability to speak, read, and write the English language effectively
- ▶ Ability to speak Spanish is strongly preferred.

NOTE: The information for State and Federal Reporting Form is voluntary. By providing this information, you assist the County in meeting state and federal reporting requirements. The information provided on this form is not used as a part of the review and selection process.

Lewis County is an equal opportunity employer that provides access, free from discrimination based on race, color, national origin, religion, age, sex, marital status, sexual orientation, military or veteran status, pregnancy, disability, genetic information or any other basis protected by law in employment or provisions of services.