

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. Candidates should have experience in the medical field and possess a strong interest in public health. Applicants must be over the age of 18, be able to maintain strict confidentiality, and adhere to HIPAA regulations. High School diploma or equivalent required. Associate or Bachelor's degree preferred. Medical Assistant training and experience preferred, including, Licensed Vocational Nurse (LVN), Certified Nursing Assistant (CNA), and Emergency Medical Technician (EMT) with Cardiopulmonary Resuscitation (CPR) and First Aid certification.

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 in combating the COVID-19 pandemic, along with the following desired skills:

- Excellent written and oral communication skills.
- Strong organizational skills and the ability to work with minimal supervision.
- Critical thinking and creative problem solving.
- Ability to maintain strict confidentiality.
- Ability to manage multiple tasks and competing deadlines simultaneously.
- Proficient in use of Microsoft Word and Excel.
- Ability to work in a fast-paced 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 starts at \$3714 per month plus benefits. Final salary is commensurate with experience and education. Applications will be accepted until position is filled.

Benefits:

The Senate offers a competitive benefit package, which includes:

- Health
- Dental
- Vision
- California Public Employees Retirement System (CalPERS)
- 401(k) and 457 plans
- Flexible spending accounts

Contact:

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The Senate application form is available through the Senate job webpage:
www.senate.ca.gov/senatejobs