



Haverhill

Human Resources Department, Room 306

Phone: (978) 374-2357 Fax: (978) 374-2343

Denise McClanahan, HR Director – dmcclanahan@cityofhaverhill.com

Sheila Pelczar, HR Technician – spelczar@cityofhaverhill.com

Christina Carrie, Head Clerk/Floater – ccarrie@cityofhaverhill.com

August 31, 2020

Job #2020-37

PLEASE POST ANTICIPATED OPENING

POSITION: COVID-19 Ambassadors
Human Services Department

HOURS OF WORK: Schedule to be determined/Various locations within City of Haverhill

SALARY: \$16 per hour (no benefits)

Please note: this is a temporary position with the City. The City expects that it will eliminate the positions when it has been determined that it no longer has a need for the work described here.

GENERAL STATEMENT OF DUTIES AND RESPONSIBILITIES:


The COVID-19 Ambassadors will have a special focus on business districts, high foot-traffic corridors, playgrounds, and other potential gathering or congregating areas in the city as determined by the Mayor. Duties include but are not limited to:

- Greet residents and encourage them to practice good public health behavior by modeling and explaining social distancing rules and requirements, city-issued face covering orders, outdoor gathering caps, and providing general COVID-19 information.
- Distribute masks and informational materials to residents who may not be in compliance with any of the City's public health orders.
- Report back to supervisor regarding observed compliance, number of interactions, and areas of concern from a compliance standpoint.
- Work with appropriate Public Safety personnel as well as Health Department personnel regarding enforcement and compliance.

The duties listed above are intended only as illustrations of the various types of work that may be performed. The omission of specific statements of duties does not exclude them from the position if the work is similar, related or a logical assignment to the position.

QUALIFICATIONS NEEDED:

High school diploma or GED required; minimum of one to three (1-3) years' experience in customer service; or any equivalent combination of education, experience, and/or training which provides the requisite knowledge, skills, and abilities for this job. Must possess and maintain a valid driver's license and have access to a motor vehicle in working condition. Bilingual skills in Spanish preferred.

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All candidates must possess the following abilities and skills:

- Ability to engage and interact with residents and visitors in a professional and respectful manner
- Ability to read and understand City public health orders and requirements
- Ability to rapidly acquire a good working knowledge of the COVID-19 virus and the current emergency situation
- Excellent verbal communication skills and interpersonal skills
- Good written communication skills

PHYSICAL REQUIREMENTS:

The work environment involves inside and outside activities, in all weather conditions including wet, hot and cold, and exposure to fumes, dust and air contaminants. This position cannot be performed remotely. The employees in this position must be comfortable entering public businesses and other public spaces and interacting with the general public. The City will provide COVID-19 Ambassadors with whatever personal protective equipment is recommended for this work by the City's public health authorities.

Position requires standing/walking up to 4-5 hours per day, driving 2-3 hours per day, climbing, reaching, twisting, turning, kneeling, bending, crouching and stooping in the performance of daily activities. The position requires near and far vision and acute hearing, the ability to stand for long periods of time, navigate rough terrain and move in or about construction sites, and walk up and down stairs. The ability to lift up to 20 pounds occasionally is also required. Close visual acuity is required for constant reading of documents for general understanding and analytical purposes and viewing computer screens. Visual acuity is also required for general observations of facilities and structures.

Applicants will be required to undergo a background check including CORI/SORI screening prior to appointment.

CLOSING DATE:

TUESDAY, SEPTEMBER 8, 2020

SUBMIT COVER LETTER, RESUME AND APPLICATION TO:

**Denise McClanahan, Human Resources Director
City of Haverhill
4 Summer Street Room 306
Haverhill, MA 01830**

"The City of Haverhill is an AA/EEO/ADA Employer."

APPLICATION IS AVAILABLE ONLINE AT:

www.cityofhaverhill.com/departments/human_resources/job_opportunities.php

Application can be saved and sent as attachment when applying online. Email should be sent to hrd@cityofhaverhill.com. PLEASE REFERENCE JOB # 2020-37 WHEN APPLYING ONLINE.