



CALIFORNIA STATE ASSEMBLY JOB LISTINGS

Office: Capitol Health Services

Classification: Paid Intern

Posted: June 27, 2022

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.

Required 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.

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.

Salary, and Filing Date: This position is temporary and will be paid based on current minimum wage of \$14.00 per hour. Applications will be accepted throughout the duration of the COVID-19 antigen screening program.

Contact: To apply, submit a cover letter and resume to:

Jennifer Hatfield, Health Nurse Supervisor
Office of Capitol Health Services
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