



**Job Title:** Full Time Temporary Covid Ambassador  
**Department:** Health and Human Services  
**Location:** Location may vary throughout Revere  
**Hours:** Variable up to 39 hours per week, may include nights and weekends  
**Salary:** \$20.00 per hour, this is a non-union position

**DESCRIPTION:**

The Ambassador(s) will be a core part of assisting the City with communication, promoting safety, distributing resource referrals and outreach regarding the Covid 19 pandemic. The incumbent(s) will communicate with residents as well as hand out masks and promotional material to residents. The person(s) working in this position may be required to travel to a variety of locations within the community and be involved in special events.

**ESSENTIAL FUNCTIONS:**

The essential functions or duties listed below are intended as illustrations of the various type 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 logically assigned to the position.

- 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
- Performs other related duties as required
- Conduct wellness checks of residents in need and provide linkages and referrals to social services including mental health
- Participate in regular trainings and meetings related to COVID-19 and community engagement
- Provide information and general assistance and referrals to assistance in areas of health, housing, financial assistance, food assistance, and other related resources
- Performs other related duties as required

## **QUALIFICATIONS:**

- Revere residency required
- Excellent communication skills
- Bi-lingual English-Spanish, Portuguese, Khmer, Vietnamese, Russian or English-Arabic (both written and spoken) preferred
- Means of transportation to visit all parts of Revere
- Willingness to work a flexible schedule

## **KNOWLEDGE, SKILLS, AND ABILITIES:**

### Knowledge:

- Familiarity of Revere neighborhoods, including understanding of diverse cultures and languages spoken in the city.
- Proficiency in use of technology such as laptop computers and tablets
- Knowledge of Google Office Suite and Drive applications
- Knowledge of MS Office products which include Outlook, Word, Excel, and PowerPoint
- Knowledge of operation of standard office equipment, e.g. computers, fax, phone, printer, photocopier, and scanner

### Skills:

- Strong problem solving and interpersonal skills
- Trainings or experience in safety, cultural sensitivity, and community outreach

### Abilities:

- Ability to establish and maintain effective working relationships
- Ability to communicate effectively and efficiently verbally and in writing
- 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

## **PHYSICAL ENVIRONMENT:**

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.

**DISCLAIMER**

The above statements are intended to describe the general nature and level of work being performed by people assigned to this classification. They are not to be construed as an exhaustive list of all responsibilities, duties, and skills required of the person so classified. All personnel may be required to perform duties outside of their normal responsibilities from time to time as needed.

The City of Revere is an equal opportunity employer. All qualified applicants will receive consideration for employment without regard to race, color, religion, sex, national origin, disability or protected veteran status, or any other legally protected basis, in accordance with applicable law.

Interested candidates should apply online by Monday, September 21, 2020 at [www.revere.org/jobs](http://www.revere.org/jobs). Please submit a resume, cover letter and salary requirements with your application.