

## AMERICAN FILM INSTITUTE JOB DESCRIPTION

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POSITION: COVID-19 Compliance Officer (Contract Hire)  
DEPARTMENT: Campus Resources  
LOCATION: Los Angeles Campus

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### PRINCIPAL RESPONSIBILITIES:

The COVID-19 Compliance Officer will function as the COVID-19 prevention specialist for AFI as it relates to all policies, practices, and protocols of the Institute. The Compliance Officer will develop and implement a COVID-19 safety plan for all staff, Faculty and Fellows.

### PRINCIPAL DUTIES:

- In coordination with the Director, Business Affairs, ensure AFI COVID-19 policies and procedures adhere to all federal, state and local regulations and best practices such as those from the Centers of Disease Control and Prevention and the department of Public Health; revise policies to remain up to date and compliant as needed.
- Develop and implement policies and procedures related to infection prevention practices that will prevent viral transmission.
- In conjunction with AFI leadership, develop and direct campus access control, screening and testing, symptom reporting, physical distancing, and use of proper disinfecting protocols.
- Facilitate training and education on COVID-19 symptoms and prevention strategies to reduce community transmission with staff, Faculty, and Fellows.
- Develop and Implement personal protective equipment (PPE) protocols, create PPE educational materials and presentations for staff, Faculty, and Fellows, and promote adherence to AFI's COVID-19 safety policies.
- Other duties related to workplace health and safety may be assigned.

### EXPERIENCE/SKILLS:

- Bachelor's degree in health & safety, environmental studies, public health, physical sciences or related field required.
- 3-5 years previous medical/nursing/public health experience.
- Experience in commercial environmental health and safety including knowledge of Cal-OSHA guidelines preferred.
- Experience in developing, implementing, and evaluating policies and procedures related to infection control.

- Experience working in an infection control program as it related to: Prevention of exposure to infectious diseases; reduction in the transmission of infectious agents; and evaluation of infection control programs.
- Knowledge of the principles and concepts of evidence-based research and guidelines as it relates to medicine and infection prevention.
- Demonstrated ability of maintaining privacy and confidentiality.
- Ability to work independently and make decisions in accordance to AFI's policies and procedures while also working seamlessly with high-functioning teams.
- Skilled at taking initiative on addressing daily issues and managing multiple priorities while staying on task.
- Excellent oral and written communication skills with the ability to convey complex concepts and procedures.
- Proven project management skills with the ability to take a project from conception through completion.
- Strong analytic and problem solving skills and the ability to effectively apply these to a diverse set of issues.
- Ability to work calmly under pressure.
- Personal integrity and the ability to inspire confidence and trust.