

IPHA AmeriCorps Member Position Description

Position Focus: Communicable Disease and Emergency Preparedness

Host Site Information: McLean County Health Department

200 West Front Street

Bloomington, IL 61701

<http://health.mcleancountyil.gov>

Position Location: Same as Host Site information listed above

Benefits:

- A Living Allowance of \$14,300 (11 months, 1700 hours)
- An Educational Award upon completion
- Professional Development & Career Experience
- Health insurance (if not already covered)
- Childcare benefits (if applicable)
- Student loan forbearance

Primary Responsibilities:

- Participate in scheduled Host Site supervisor meetings.
- Serve as Point of Dispensing staff member, as assigned, during a public health emergency which requires the dispensing of Strategic National Stockpile medications.
- Assist with social media messaging development and monitoring during the COVID-19 response.
- Assist the Communicable Disease program with contact tracing activities.
- Assist CD Program in developing and implementing an on-site PrEP (pre-exposure prophylaxis) Clinic as part of an IDPH Demonstration Project.
- Assist with CD Program outreach activities to include: testing events, immunization clinics, and education/information events,
- Assist with West Nile Virus monitoring activities as requested.
- Attend emergency preparedness and communicable disease staff meetings.
- Upload forms/information from previous communicable disease investigations into Epi-Info system and, if time allows, develop training materials using previous communicable disease investigation materials.
- Assist with vaccination campaigns, communicable disease investigations, and surveillance activities.
- Support Public Health Emergency Preparedness (PHEP) activities related to the planning and conduct of drills and exercises.
- Support the development and conduct of MCHD staff PHEP trainings.
- Support the development and conduct of MCHD Medical Reserve Corps (MRC) volunteer trainings.
- Support the assessment and revision of MCHD PHEP preparedness and response plans.
- Develop MRC volunteer recruitment strategies, including social media, identification of outreach opportunities and revisions to the MRC Outreach Toolkit.
- Represent MCHD at McLean County Disaster Council and Access and Functional Needs Advisory Panel meetings as available.
- Assist with community events promoting MCHD services, including communicable disease and emergency preparedness.
- Attend online, local and out-of-town assigned meetings and trainings.
- Complete and submit all necessary IPHA AmeriCorps paperwork and reports by pre-determined deadlines.
- Attend all IPHA AmeriCorps trainings including orientation and team trainings.
- Complete all IPHA AmeriCorps required National Days of Service projects.
- Some local and out of town travel required.

IPHA AmeriCorps Position Requirements:

- 18 years of age or older by term of service start date.
- U.S. Citizen, U.S. National or lawful permanent resident.

- Possession of a high school diploma or equivalent or commit to earning one prior to receiving an education award.
- Complete Federal and State criminal background check, Sex Offender Registry check, and DCFS CANTS background check (all provided and coordinated by IPHA AmeriCorps Program)
- Valid Driver's License and proof of insurance; or valid State ID
- Regular and reliable attendance.
- Ability to commit to the 11-month term of service.

Host Site Preferred Qualifications:

- Bachelor's degree in health, science or human services areas.
- Excellent communication skills, including written, oral and interpersonal.
- Proficient computer skills (Microsoft Office minimum)
- Strong organizational skills.

Transportation Information:

- Position location is accessible by public transportation.
- Personal vehicle is recommended to get to position location.
- Personal vehicle must be used for Host Site service activities. Mileage will be reimbursed by Host Site.