

DISTRICT HEALTH DEPARTMENT NO. 4

JOB POSTING

Grant Funded Position – Through July 31, 2022

Salary Exempt – Contractual – Leadership Position

Job Classification: **Health Resource Advocate**

Base Site: To be Determined (TBD)

Rate of Pay: \$2907.42 biweekly gross wage, with potential of (2) \$1,500 in longevity pay to occur during contract

The qualifications listed below are intended to represent the minimum skills and experience levels associated with performing the duties and responsibilities contained in this job description. The qualifications should not be viewed as expressing absolute employment or promotional standards, but as gender guidelines to be considered along with other job-related selection or promotional criteria.

General Summary

The health resource advocate (HRA) will provide front-line support for COVID-19 testing and reporting, help school districts identify emerging COVID-related health concerns, and strengthen best health practices by providing consultation, prevention services, and appropriate public health strategies for the district. The HRA will help to access and address the greatest needs in school health.

Essential Functions

- Providing consultation, leadership, and professional development opportunities for quality public health services to the school district for prevention of covid-19.
- Serves as a team member providing preventive services, early identification of problems, interventions, and referrals due to the COVID-19 pandemic.
- Works within the context (characteristics/needs/circumstances) to determine health strategies appropriate for the district.
- Monitors, interprets, synthesizes, and disseminates relevant research findings and other information related to COVID-19, public health, current legal issues, and new legislation that impacts school health programs and services.
- Reviews and disseminates model policies, standards, and best practices to promote safe, legal, and effective COVID-19 prevention strategies.
- Plans and uses professional judgment, and acts effectively to carry out the functions of this position.
- Serves as the public health representative providing guidance and training to the school programs, infectious disease reporting, and contact tracing.
- Reviews policies developed for school start-up to address COVID prevention including classroom set up plans, class staggering schedules, other social distancing activities.
- Trains staff, students, parents and guests about COVID-19 and best practices for prevention, testing, and handwashing.
- Follow confidentiality and privacy rules and regulations in all matters.
- Confer with students, parents, and teachers regarding student health.
- Assist with the coordination of professional development for faculty and staff.

This list is not inclusive of the total scope of job functions to be performed. Duties and responsibilities may be added, deleted or modified at any time.

Education/Training

- Possession of Registered Nurse license; Bachelor of Science in Nursing (BSN) with two (2) years professional experience.
- Possession of a State of Michigan nursing license.

Other Requirements

- Stay current on the emerging COVID-19 guidance to appropriately answer questions; stay current on cases in the area.
- Outreach to students at-risk (for COVID-19) for social issues related to social distancing and offer guidance and information.
- In coordination with school administration, keep parents, family and staff informed by proactively communicating updates on the illness and how to address related stress and anxiety.
- Initial/annual training pertaining to OSHA's Bloodborne Pathogen standard is a condition of continued employment.
- Assist with best practice and protocols surrounding COVID-19.
- All other duties as assigned.

Applications are available at Health Department offices or online at www.dhd4.org. Submit application/resume to District Health Department No. 4, 100 Woods Circle, Suite 200, Alpena, MI 49707 or by e-mail to jgreer@dhd4.org. The position is opened until filled.

District Health Department No. 4 is an Equal Opportunity Employer