

**POSITION DESCRIPTION
COUNTY OF JOHNSON, INDIANA**

POSITION: School Liaison Coordinator
DEPARTMENT: Health
WORK SCHEDULE: 8:00 a.m. - 4:30 p.m., M – F or as assigned
JOB CATEGORY: COMOT (Computer, Office Machine Operation, Technician)

DATE WRITTEN: March 2022
DATE REVISED:

STATUS: Full-time
FLSA STATUS: Non-exempt

To perform this position successfully, an individual must be able to perform each essential function of the position satisfactorily. The requirements listed in this document are representative of the knowledge, skill, and/or ability required. Johnson County provides reasonable accommodations to qualified employees and applicants with known disabilities who require accommodation to complete the application process or perform essential functions of the job, unless those accommodations would present an undue hardship.

Incumbent serves as School Liaison Coordinator for the Health Department, responsible for managing the IDOH Crisis Co/Ag Grant.

DUTIES:

Establish reporting/meeting cadence with IDOH, LHD representatives and school corporations.

Have open communication and an understanding of current guidance and consideration to COVID-19 as well as communicable diseases as defined in 410 Indiana Administrative Code, Article 1.

Provide timely feedback to LHD and IDOH regarding current initiatives and report as initiatives are completed, expanded, added.

Complete any other needs identified during the grant period that will be evaluated to determine if they qualify for inclusion in this work.

Collaborate with various LHD to move additional support toward K-12 school environment.

Design and provide education related to COVID and other communicable diseases to school and families (through school).

Support schools in their communicable disease response plan.

Have a working knowledge of 410 Indiana Administrative Code, Article 1 and the IDOH Communicable Disease Reference Guide for Schools.

Support schools with the understanding of their responsibilities with compliance with infection control measures, communicable disease reporting, and outbreak management.

Support schools in coordination of vision screenings for students.

Support schools in coordination of hearing screening for students.

School Liaison Coordinator

Support schools in coordination of vaccination clinics for students.
Support schools by providing hands on support in the school with all initiatives.

Identify both external and internal resources available to support LHD and schools to continue and sustain best practices and initiatives as identified through this work.

Works additional hours as needed to manage department work load.

Performs related duties as assigned.

I. JOB REQUIREMENTS:

Associates degree from an accredited college or university or 5 years work-related experience.

Must at least be 18 years of age.

Working knowledge of Standard English grammar, spelling and punctuation, and ability to type with speed and accuracy and properly operate a variety of standard office equipment, including computer, calculator, fax machine, copier, scanner, and telephone.

Ability to comply with all employer and department policies and work rules, including, but not limited to, attendance, safety, drug-free workplace, and personal conduct.

Ability to understand and follow oral and written instructions, and work alone and with others in a team environment with minimum supervision.

Ability to plan and layout assigned work projects, compute/calculate, count, make arithmetic additions/subtractions, prepare detailed reports, and apply knowledge of people and locations.

Ability to effectively communicate orally and in writing with co-workers, other County departments, and the public, including being sensitive to professional ethics, gender, cultural diversities, and disabilities.

Ability to occasionally work extended hours and travel out of town for meetings and conferences, sometimes overnight.

Possession of a valid Indiana Driver's License and a demonstrated safe driving record.

II. DIFFICULTY OF WORK

Incumbent performs a broad array of duties, with interrelationships among them not self-evident. Analysis and independent judgment is needed in selecting the appropriate guidelines, instructions, or rules to apply to specific tasks.

III. RESPONSIBILITY:

Incumbent operates within general guidelines and departmental policies, with desired results of work clearly specified. Unusual problems are discussed with the supervisor, and incumbent is responsible for exercising independent judgment in applying departmental polices in a variety of

situations and circumstances. Work is reviewed primarily for attainment of objectives, technical accuracy, compliance with Department policy, and effect on Department goals/objectives. Work errors are primarily detected or prevented through notification from other departments. Work errors could result in loss of time to correct errors.

IV. PERSONAL WORK RELATIONSHIPS:

Incumbent maintains frequent contact with co-workers, other County departments, and the public for the purpose of giving and receiving information.

Incumbent reports directly to Director.

V. PHYSICAL EFFORT AND WORK ENVIRONMENT:

Incumbent performs duties in school settings, a standard office environment involving, sitting and walking at will, sitting for long periods, lifting/carrying 25 to 50 pounds, hearing sounds/communication, pushing/pulling objects, crouching/kneeling, keyboarding, speaking clearly, color perception, bending, reaching, close vision, far vision, and depth perception.

Incumbent occasionally works extended hours and travels out of town for meetings and conferences, sometimes overnight.

APPLICANT/EMPLOYEE ACKNOWLEDGEMENT

The job description for the position of School Liaison Coordinator for the Health Department describes the duties and responsibilities for employment in this position. I acknowledge that I have received this job description, and understand that it is not a contract of employment. I am responsible for reading this job description and complying with all job duties, requirements and responsibilities contained herein, and any subsequent revisions.

Is there anything that would keep you from meeting the job duties and requirements as outlined?
Yes _____ No _____

Applicant/Employee signature

Date

Print/Type name