

Ripley County Government

Name:
 Position and Department: Medical School Liaison
 FLSA Status: Exempt _____ Non-Exempt **X** _____
 Supervisor: Paul Tyrer / Administrator

Date: 02/15/2022
 Revised: 11/14/2024

The purpose of this position is to perform a variety of duties including supporting public health operations and duties of the Ripley County Health Department. Special focus on school age population health.

Responsibilities and essential functions: Agent for Ripley County Health Officer

Essential Duties and Responsibilities: The following duties are normal for this position. ***These are not to be construed as exclusive or all-inclusive. Other duties may be required and assigned.***

Primary:

School Liaison

- Conduct Safe Sleep Classes for the public
- Perform Car Seat checks and provide car seats when necessary
- Promote and develop service delivery to promote all aspects of health for school age population
- This position will require working directly with school representatives to help identify health needs and gaps.
- Organize / assist in events with collaboration from Ripley County Schools.
- Collaborate with nursing division to incorporate materials for schools.
- Assist with vaccinations as necessary

OFFICE SUPPORT

- Assist at front desk (Meet & Greet clients with a positive attitude) and answer phone calls
- Transfer Phone Calls
- Meet immunization clients, scan insurance information, and handout information packets as needed
- Pick up mail at Post Office as needed
- Provide information, assistance and public consultation
- Issue and write receipts for prepared permits for other divisions
- Participate in Accreditation efforts
- Participate in public health preparedness events
- Attends Exercises, trainings, and meetings as necessary
- Participate in Indiana Department of Health, Indiana Immunization Coalition Trainings

*Previous experience working within school age population, including promoting health / understanding of social determinants of health and program coordination a plus

Applicant will be required to undergo a background check and provide work references.

Minimum Physical and Mental Abilities Required to Perform Essential Job Functions:

- Ability to operate a variety of automated office machines including copier, laminator, fax machine, Identicard

Special Requirements:

- Must possess a valid Indiana Driver's License
- Possess public speaking skills

Qualifications: Minimum training and Experience Required to Perform Essential Duties and Responsibilities:

Language Ability and Interpersonal Communication:

- Ability to comprehend and correctly use a variety of informational resources including Indiana Codes, references books and training materials

<p>machine, poster making machine, telephone, computers/printer, etc.</p> <ul style="list-style-type: none"> • Proficiency in MS Word, Excel, PowerPoint, Publisher • Ability to operate various training, inspection/testing, and recording equipment including camera, TV/DVD, power point projector/screen • Ability to operate a motor vehicle <p>Environmental Adaptability:</p> <ul style="list-style-type: none"> • Ability to work effectively in an office environment and operate as a team member • Ability to work effectively with children of all ages • Ability to work with babies and children resisting vaccinations • Ability to work with senior citizens • Ability to calmly handle irate or belligerent citizens 			<ul style="list-style-type: none"> • Ability to prepare training presentations including power point programs • Ability to complete inspection/investigation reports • Ability to record and deliver information, explain procedures, maintain confidentiality of restricted information, and to follow instructions • Ability to use and interpret medical, engineering, legal, and counseling terminology and language. • Ability to communicate effectively with the Indiana Department of Health personnel, Ripley County Health Officer, intended training audience, and the general public verbally and in writing.
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Please submit current resume and cover letter attention to Paul Tyrer healthadmin@ripleycounty.in.gov