



Position: Accident and Injury Prevention Program Coordinator
Department: Health Department
Supervisor/Hiring Manager: Health Administrator
Schedule: 8:00 AM to 4:00 PM, M-F
Status: Non-Exempt, Hourly, Full-time
Position Funding Source: GROW Grant, Position and Salary Set by Grant Terms and Ordinance
Last Revised: August 19, 2026

The **Mission** of the Ripley County Health Department is to promote individual and environmental health, prevent injury and disease in the community, assure emergency preparedness, and preserve vital records. We advocate for the health of the county, and we value evidence-based practices, stakeholder partnerships, and transparency.

The **Purpose** of this position is to implement programs designed to prevent accidents and injuries within the community. The position promotes injury prevention, safety awareness, and healthy behaviors through education, outreach, community partnerships, data collection, and evidence-informed prevention strategies. The Accident and Injury Prevention Program Coordinator works with community members, schools, healthcare providers, first responders, community organizations, businesses, and other partners to identify injury prevention needs and develop programs that promote safer homes, workplaces, recreational environments, and roads. The position addresses injury prevention and injury mitigation strategies.

Essential Functions:

Individuals must be able to perform the essential duties of this position satisfactorily and work in the environmental conditions required. The functions listed below are not intended to be an exhaustive list of all responsibilities, duties, and skills required, and additional duties may be assigned as necessary to support the mission of the Ripley County Health Department. The Health Department provides reasonable accommodations to employees with known disabilities who are able to perform the essential functions of their position, unless doing so would impose an undue hardship. For consideration, please complete the Ripley County Employment application and submit a resume to the Health Department Administrator. For further questions regarding this position, contact the Health Department Administrator at healthadmin@ripleycounty.in.gov.

Accident and Injury Prevention Duties:

- Identify injury trends through data collected from community safety assessments and collaboration with community partners to reduce environmental and behavioral risk factors.
- Plan, implement, and evaluate internal programs designed to prevent accidents and injuries within the community.
- Develop and provide educational programs, presentations, workshops, demonstrations, and outreach activities focused on injury prevention.
- Promote evidence-informed strategies to reduce the risk of vehicle related injuries, childhood injuries, senior injuries, home injuries, recreational injuries, workplace injuries, water and fire related injuries, and other preventable accidents.
- Develop and distribute educational materials, safety resources, public awareness campaigns, and other prevention-focused communications through print, social media, and other communication platforms.
- Establish and maintain partnerships with schools, healthcare providers, first responders, senior-serving organizations, businesses, social service agencies, and other community organizations to promote injury prevention.
- Advocate for injury prevention at community events and health fairs.
- Collect, analyze, and report injury prevention program data to include participation, activities, and outcomes to assist with program evaluation and grant reporting requirements.
- Provide appropriate referrals to healthcare providers, social service agencies, emergency services, and community resources when additional assistance is needed.

Accident and Injury Mitigation Duties:

- Provide community training designed to reduce the severity of injuries, preserve life, and improve individual and organizational response to emergencies.
- Promote the development of basic emergency response skills and preparedness among community

members and organizations, including instruction in First Aid, choking response, CPR, AED use, and bleeding-control techniques.

- Provide, directly or through partnerships, subject matter expertise on emergency response for organizations, including education on bloodborne pathogens, assessment of the availability and placement of life-saving intervention equipment and training, and assistance with creation or review of facility procedures that prioritize workplace safety and outline emergency response measures.
- Maintain current knowledge of safety standards, evidence-informed practices, and recommended emergency response procedures through coordination with local emergency medical services, fire departments, law enforcement, and healthcare providers to strengthen community emergency preparedness and response capabilities.
- Advocate for area businesses to seek the Governor's Workplace Safety Award and assist with workplace safety initiatives.

General Duties:

- Promote equitable access to injury prevention education and resources.
- Plan, implement, and evaluate programs in accordance with departmental goals, policies, and evidence-informed best practices.
- Develop program schedules, educational materials, presentations, promotional materials, participant communications, and other program resources.
- Coordinate activities with internal department, healthcare providers, first responders, schools, businesses, and other community organizations.
- Establish and maintain positive, professional, and collaborative relationships with community partners and stakeholders.
- Represent the department at community events such as health fairs, safety events, and school events.
- Conduct presentations, educational sessions, workshops, and other activities for individuals, organizations, schools, businesses, and other community organizations.
- Promote department programs, services, and resources through community outreach, social media, newsletters, flyers, and other appropriate communication methods.
- Provide accurate information and appropriate referrals to healthcare providers, social service agencies, and community resources when services are not provided by the department.
- Collect, analyze, and report program participation, satisfaction, outcome data, and relevant statistical trends.
- Evaluate program activities and outcomes and implement improvements based on data gathered through community needs assessments, participant feedback, and program results.
- Assist with grant reporting requirements, program budgets, purchasing, program documentation, and other administrative requirements.
- Participate in department meetings, professional development activities, training sessions, and other activities as required.
- Cross-train and assist occasionally with additional duties as assigned.

Environmental Conditions:

- Work effectively in an office environment as part of a collaborative team.
- Maintain professionalism when dealing with difficult customers.
- Meet physical requirements including lifting, carrying, and transporting up to 20 pounds and standing for extended periods.
- Travel by personally owned vehicle within Ripley County and other counties in southeast Indiana.
- Able to work in an office, community, school, healthcare, recreational, and other program settings.
- Work occasional evenings or weekends to accommodate community programs and events, flexing weekly hours to compensate.

Skills:

- Proficiency in operating standard office equipment, including computers, printers, telephones, copiers, scanners, laminators, and other equipment as required.
- Ability to answer, screen, and transfer telephone calls and respond to emails promptly, professionally, and courteously.

- Ability to read, interpret, and comprehend training materials, policies, procedures, statutes, regulations, and program guidelines.
- Proficiency in creating, editing, organizing, and maintaining documents, spreadsheets, presentations, and databases using Microsoft Office, Google Workspace, Canva, and other applicable software.
- Strong customer service skills, with the ability to respond to inquiries, provide accurate information, assist participants with program-related questions, and make appropriate referrals to outside agencies or community resources.
- Strong initiative and self-direction, with the ability to manage time effectively, prioritize responsibilities, meet deadlines, and proactively engage clients, community members, and community partners.
- Excellent organizational skills, with the ability to maintain, file, retrieve, and manage records and program documentation efficiently and accurately.
- Ability to collect, maintain, analyze, and report program data and statistical information accurately and in a timely manner.
- Ability to identify and monitor statistical trends and use information to support program planning, evaluation, and improvement.
- Professional verbal and written communication skills, with the ability to communicate effectively with individuals, groups, coworkers, community partners, and other stakeholders.
- Ability to work effectively both independently and as part of a team.
- Ability to establish and maintain positive, professional relationships with clients, community partners, agencies, and other stakeholders.
- Ability to receive, understand, and apply feedback constructively.
- Ability to demonstrate professionalism, discretion, cultural awareness, and respect when working with individuals from diverse backgrounds and circumstances.
- Ability to attend department meetings, professional development activities, community events, and off-site training sessions as required.
- Ability to maintain time and mileage logs and manage flexed time

Required Qualifications:

- Valid Indiana Driver's License and vehicle available for regular travel
- High School Diploma or equivalent
- CPR and Stop the Bleed instructor licenses or ability to obtain them within 30 days of hire
- Certification or special training in one of the following fields: injury prevention, emergency medical or firefighting response, or a related field.
- Experience coordinating or administering programs in public health, community health, health education, occupational safety, injury prevention, or a related field
- Experience instructing individuals of all ages and educational backgrounds.

Preferred Qualifications:

- Associate's or bachelor's degree in medical sciences, public health, health education, or a related field.
- Familiarity with local healthcare providers, community leaders, emergency responders, and other community resources in southeastern Indiana.

Pay and Benefits:

Pay is set by grant funding and subject to local ordinance. This is a 35-hour work week. The daily work schedule is flexible to accommodate occasional evening and weekend hours. Benefits for full-time employees include:

- Paid holidays, personal time, vacation, and sick leave
- Compensatory time for hours worked over 35 per week
- Health, dental, and vision insurance
- Participation in the Public Employee Retirement Fund (PERF)