

# Job Posting

September 15, 2023

Position Title: Health Resource Advocate

Pay: \$20.19 Non-Clinical

\$25.28 Clinical

Division: Personal & Family Health (Chippewa County Health Department)

Union: Non-union/Temporary through 7/31/24

## **Job 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 address the greatest needs in school health: the health and mitigation challenges faced during the COVID-19 pandemic, in addition to other existing and emergent health issues.

This position will serve as a liaison between the appointed school contact and the Local Health Department to assist the school in navigating COVID-19 challenges. Employees must meet the minimum requirements, conditions of employment, and be able to perform successfully all essential duties and responsibilities with or without reasonable accommodations.

**Important Note** - This is a grant funded, temporary position estimated to remain active through July 31, 2024. Work is based on 40 hours a week, Monday - Friday 7:30 am - 4:00 pm and at times may require irregular hours. Travel by the employee in the employee's own vehicle may also be required at certain times.

## **Education, Training, Experience, Certification/Licensure:**

- Non-Clinical: Bachelor's degree in one of the following: Public Health, Health Education, Community Health, Social Work or related field.
- Clinical: Bachelor's degree in nursing.
- In addition, for both clinical and non-clinical positions, two years of professional experience, or a Master's degree. Nurses and Social Workers must be licensed to practice in the state of Michigan.

**Other Requirements:** Possession of a valid Michigan driver's license, personal vehicle insurance and must maintain eligibility to drive as per the County's Vehicle policy. Ability to provide own transportation.

A background check may be required initially and periodically for an individual hired, transferred, reclassified, promoted, or currently working in this job. Appointment to or continued employment in this job is contingent upon a satisfactory background check which may include, but is not limited to: confirmation of a persons' identity; review of criminal conviction records; verification of educational degree, license, or certificate required for the position; review of Department of Motor Vehicles records; Department of Justice fingerprint scan; and/or drug and alcohol testing as required and allowable by law. A satisfactory

background check is defined as the absence of a criminal history record which bears a demonstrable relationship to the applicant's or employee's suitability to perform the required duties and responsibilities of the position.

**Primary Responsibilities and Duties – Clinical and Non-Clinical** (may include but are not limited to the following):

- Providing consultation, leadership, and public health guidance and services to the school district for prevention of COVID-19.
- Serves as a public health team member providing preventive services, early identification of problems, interventions, and referrals due to COVID-19.
- Works within the context (characteristics, needs, and circumstances) to determine a set of COVID-19 mitigation strategies appropriate for the appointed schools.
- Serves as the public health representative providing guidance and training to the school district on appropriate COVID-19 prevention strategies including COVID-19 health screening programs, case investigation and contact tracing, and determination of best practices that may be impacted by COVID-19.
- Interprets, reviews and disseminates model policies, standards, and best practices to promote safe and effective COVID-19 prevention strategies.
- Reviews plan and/or policies developed by the school to address COVID prevention including classroom set up plans, class staggering schedules, other social distancing activities as requested by the school contact.
- Reviews COVID-19 policies developed by school on behalf of the local health department with direction on prevention including classroom set up plans, class staggering schedules, other social distancing activities.
- Works directly with the appointed school contact to effectively contact trace within school and provide communication on behalf of local public health and appointed school.
- Works under the direction of a public health professional at the health department to ensure all communications with school and appointed contacts are correctly aligned with the current mitigation structure outlined by the public health department.
- May work to coordinate a school related testing process through the direction of the local health department as a resource to the school.
- Creates a welcoming and positive teaching and learning climate and culture.
- Plans and uses professional judgment, and acts effectively to carry out the functions of this position.
- Complies with privacy and security laws (HIPAA), Federal, State, and Agency policies, and procedures.
- Complies with all job safety requirements, including OSHA standards and quality control requirements. Participates in continuing education programs and self-directed education to keep skills and knowledge current.
- Demonstrates appropriate communication skills in addressing co-workers, community members and partners, and clients.
- Demonstrates basic computer skills and willingness to adapt to new software programs as indicated.
- Demonstrates dependable and reliable attendance patterns.
- Participates in trainings, drills, investigations, and team responses to public health emergencies and bioterrorism events.
- Maintains appropriate levels of supplies and materials in support of unit operations and activities.

- Participates in Community Health Outreach activities and events.
- All other duties as assigned or delegated.

### **COVID Specific Responsibilities**

- Stay current on the emerging COVID-19 guidance to appropriately answer questions; stay current on cases in the area.
- Offer guidance and information to school staff and/or families regarding social-emotional challenges due to COVID-19.
- 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.
- Assist with best practices and protocols surrounding COVID-19.

### **Clinical ONLY:**

-Care Coordination for students with healthcare needs based on physician prescribed medical care and treatment orders following the Standards of Care for Supporting Students with Healthcare needs in School.

-Update Medical Management Plans from providers.

-Create individualized healthcare plans for students requiring care coordination.

-Triage of students with emergent needs. Provide care as needed.

-Lead/Participate on MERT (Medical Emergency Response Team).

-Provide medication administration training for designated unlicensed school personnel (Does not include routine medications.)

-Provide emergency treatment and routine first aid in case of illness or injury.

**Physical Requirements:** [This job requires the ability to perform the essential functions contained in this description. These include, but are not limited to, the following requirements. Reasonable accommodations will be made for otherwise qualified applicants unable to fulfill one or more of these requirements]:

- Ability to travel throughout the county to various clinic locations.
- Ability to access office files.
- Ability to enter and access information using a computer.
- Lifts and carries various materials and supplies to locations where services are delivered.
- Ability to carry and lift small children and equipment such as computers weighing up to 40 lbs.

### **Working Conditions:**

- Frequent exposure to inclement weather conditions.
- Irregular work hours on occasion; normal workday is Monday – Friday, 8:00 a.m. – 4:30 p.m.
- Works in office conditions and travels throughout community to work in homes and other locations where services are delivered.
- Exposure to environmental hazards.
- Handles household hazardous waste materials.
- Exposure to communicable diseases and blood and other bodily fluids.

**Work Contact Group:**

All departments

Educators within school setting

---

Interested applicants should submit a letter of interest, application and/or resume to Jill Schaefer, Executive Assistant, 508 Ashmun Street, Suite 120, Sault, MI 49783. Applications can be found at [www.chippewahd.com](http://www.chippewahd.com). EOE