

## Job Description Summaries

### **Public Health Immunization Nurse**

The Immunization Nurse helps to maintain the public's health by providing health services and information.

### **Community Health Nurse**

Investigate communicable disease, investigate other issues of public health significance, and provide education on disease prevention activities. Conduct wellness screenings and provide targeted health and wellness promotion. Administer vaccinations within scope of practice. Evaluate/assess health trends and risk factors of population groups through data collection and analysis, providing surveillance, tracking, reporting and follow-up on contagious diseases. Works with communities or specific population groups to develop/implement public policy.

### **WIC Director**

The incumbent is accountable for the coordination and direction of the Special Supplemental Food Program for Women, Infants and Children (WIC) through the East Central District Health Department (ECDHD). The incumbent plans and directs activities of assigned staff and ensures adherence to applicable policies and procedures across all clinic locations to ensure that program functions (e.g., assessments, education, loading eWIC cards, follow-ups, etc.) are completed in accordance to applicable State and Federal laws and regulations, and ECDHD policies, procedures, and guidelines.

### **Grant Accountant**

The grant accountant performs the accounting and financial service functions for programs funded by grants or special revenue. These functions include: preparing financial projections and budgets, actual v. budget reporting, reviewing/monitoring of individual grants and transactions for compliance with private, local, state and federal fund requirements, billing and collections, journal entries, and financial grant reporting including preparation of reports for granting authorities and the district's annual report. Position may also be required to verify budget proposals for grant applications.

### **Contact Tracer**

The Contract Tracer will call contacts of anyone diagnosed with COVID-19 to document a symptom check, refer them to testing according to established protocols, and provide them with instructions for quarantine or isolation, if appropriate. *This is a full-time 6-month temporary position.*

### **Project Coordinator**

The Project Coordinator is responsible for the planning, implementation, and evaluation of various public health initiatives, projects, and services.

### **Supply Clerk**

The Supply Clerk will coordinate Personal Protective Equipment (PPE), equipment and other supply request with external partners. This position will manage the PPE supply and ensure proper procedure is followed when distributing PPE. Some lifting involved, up to 50 pounds. Must be able to unload and process freight arriving on pallets. Overhead reaching and ladder climbing is required. ***This is a grant funded position.***