

**County of Grundy--Job Posting  
Health Department**



Date of Posting: February, 2024  
Applications Accepted Until: Posted until filled  
Job Title: Outreach & Education Coordinator  
Employee Status: Full-time, 40.0hrs/week, non exempt  
Union Affiliation: AFSCME  
Rate: \$17.50/hr (Grade 2)  
Potential Sign-on Bonus (up to 3% of annual salary)

Competitive Benefits: Medical, Dental, Vision and Life Insurance; Generous accrual of Paid-Time Off; Contribution to IL Municipal Retirement Fund (IMRF); Paid Holidays; Professional development opportunities; Potential student loan forgiveness

Work Setting: Work is performed from office in Morris, IL, with occasional visits to partner agencies.

**SUMMARY:**

The Grundy County Health Department works to preserve, protect and promote the health and well-being of Grundy County. Services are offered in response to community need and in accordance with oversight agencies to clients of the lifespan – infant to older adults.

The primary role of the Outreach & Education Coordinator is to serve as the primary public relations contact for the Health Department. Coordinator is tasked with ensuring the public has an accurate understanding of public health services, and how programs meet the needs of local residents. Coordinator is responsible for the oversight of internal and external educational opportunities for staff and community, including the development and organization of the Grundy County Medical Reserve Corps unit as instructed in Emergency Preparedness grants. Coordinator will concentrate on activities that satisfy Health Department IPLAN goals.

The ideal candidate will be flexible in work environments and function cooperatively with staff and the community. Under the direct supervision of the Public Health Administrator, the candidate will be a self-starter who is capable of critical thinking, sound judgment and working independently, which quickly learning the balance with teamwork for the optimal public health experience.

**ESSENTIAL DUTIES AND RESPONSIBILITIES:**

1. Serve as the primary contact for all Health Department outreach events and activities such as community resource fairs, festivals and other events.
2. Coordinate Health Department public health campaigns, including, but not limited to, social media efforts.
3. Oversee Medical Reserve Corps unit, including recruitment, orientation, training, use and management of volunteers.
4. Participate in public health emergency preparedness management as it relates to use of volunteers in satisfying IL Dept of Public Health grant deliverables. Update all procedures, checklists, and plans for volunteer management.
5. Participate in local coalitions to benefit employees and volunteers while satisfying public health emergency preparedness deliverables.
6. Integrate prevention and education classes within the school systems of Grundy County as appropriate.
7. Coordinate the requests for and granting of Continuing Education Units (CEUs) for healthcare professionals, as Grundy County Health Department is permitted by the State of Illinois to offer credits.
8. Develop system to track all outreach and training efforts, for the purpose of generating reports as requested by the Administrator, Board of Health or County Board.

## **MINIMUM REQUIREMENTS**

Must have at least 2 years of collaborative health-related experience, bachelor's degree and volunteer management preferred. Must have or obtain working knowledge of National Incident Management System (NIMS) and the Incident Command Systems (ICS) for Department training and information as determined by the Administrator. May have or obtain certification to instruct training opportunities as they become available, such as Basic Life Support, CPR, Youth Mental Health First Aid, NIMS trainings.

Must have prior experience with Microsoft Office Suites with a strong concentration in Power Point, Publisher, Word, Outlook, and Excel. Have the ability to learn and use electronic databases, computer program, and possess overall computer skills.

## **PHYSICAL REQUIREMENTS:**

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. While performing the duties of this job, the employee is frequently required to sit. The employee is occasionally required to stand; walk; use hands to finger, handle or feel; reach with hands and arms; climb or balance; stoop, kneel, crouch or crawl; talk or hear; and taste or smell. Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception, and ability to adjust focus.

Any qualified applicant with a disability and requiring reasonable assistance or accommodation to the application and/or interview process should notify the HR Department.

**TO APPLY:** Candidates must meet the minimum requirements of the position in order to be considered.

Send resume and salary requirements to [HR@grundyco.org](mailto:HR@grundyco.org) with "Outreach & Education Coordinator" in the subject line or mail to Grundy County Administration, Attn: HR 1320 Union Street, Morris, IL 60450. No phone calls please.

*Grundy County is an Equal Opportunity Employer and will give consideration to all qualified applicants for employment without regard to race, color, religion, national origin, ancestry, age, sex, marital status, order of protection status, disability, marital status, sexual orientation, pregnancy, or unfavorable discharge from military service as those terms are defined in Section 1-103 of the Illinois Human Rights Act (775 ILCS 5/1-103).*