

East Shore District Health Department Contractor Description

Location: East Shore District Health Department, 688 East Main Street, Branford, CT 06405
Reports to: MRC Unit Lead, Director of Health
Position Status: Contractor
Weekly Hours: Hours may vary depending on need. Up to 20.0 hours.

General Statement:

The primary responsibility of the Contractor is to assist the CT DEMHS Region 2 Medical Reserve Corps (MRC) Coordinator in administering, managing, and overseeing all volunteer management activities. This position will work closely with the Region 2 MRC coordinator, the State MRC coordinator, and local MRC units within Region 2.

Volunteer Management:

The Contractor will assist all 7 MRC units in the region with volunteer recruitment, management, and retention efforts. This person will also assist with running reports, managing missions, and updating volunteer information on the CT Responds! volunteer management system.

Knowledge, Skills and Abilities:

Knowledge of

- Public health emergency response planning models.
- Public health and promotion.
- Techniques of collecting and analyzing data.

Ability to

- Interact well with the public, district partners and other governmental agencies.
- Operate computers, software applications, website, social media and other business technology.
- Communicate effectively orally and in writing.
- Prepare clear and concise case records and reports.
- Establish and maintain effective working relationships. Ability to work with others and to work independently.
- Complete FEMA's ICS 100 & 200 within the first two months.

Minimum Qualifications:

- Bachelor's degree in Public Health or related field required.
- Planning background and emergency response orientation is desirable.
- Computer skills, including knowledge and proficiency of Microsoft Office.