

<h1 style="text-align: center;">Ripley County Government</h1>	Name: Position and Department: TEMPORARY Part-Time Medical School CoAg FLSA Status: Exempt _____ Non-Exempt X _____ Supervisor: <u>Alexis C. Bushhorn</u>		
			Date: 2/15/2022 Revised:
The purpose of this position is to perform a variety of duties that assist and support the Public Health operations and duties of the Ripley County Health Department			
<p>Responsibilities and essential functions: Agent for Ripley County Health Officer</p> <p>Essential Duties and Responsibilities: The following duties are normal for this position.</p> <p><i>These are not to be construed as exclusive or all-inclusive. Other duties may be required and assigned.</i></p> <ul style="list-style-type: none"> • Assist in events collaborated with RCHD and all schools. • Assist with vaccinations. • Assist with CHIRP as necessary. • Perform communicable diseases investigation. • Collaborate with the nursing division and help incorporate materials for the schools. • Input data into Excel. • Assist with Harm Reduction program. • File all documents that are completed with the schools. • Assist nursing division as necessary. • Assist other staff as needed. • Assist with reports to Indiana Department of Health. • Ability to travel throughout the county. 			
Minimum Physical and Mental Abilities Required to Perform Essential Job Functions: <ul style="list-style-type: none"> • Ability to operate a variety of automated office machines including copier, fax machine, telephone, computers/printer, etc. • Ability to operate various training, inspection/testing, and recording equipment including camera, TV/VCR/DVD, power point projector/screen • Ability to operate a motor vehicle • Ability to calmly handle irate or belligerent citizens • Ability to work with children and adults 	Special Requirements: <ul style="list-style-type: none"> • Possess Indiana Driver's License • Valid Indiana Professional License • Medical Assistant, LPN, RN Qualifications: Minimum training and Experience Required to Perform Essential Duties and Responsibilities:	Environmental Adaptability: Ability to work effectively	Language Ability and Interpersonal Communication: <ul style="list-style-type: none"> • Ability to comprehend and correctly use a variety of informational resources including Indiana Codes, references books and training materials • Ability to record and deliver information, explain procedures, maintain confidentiality of restricted information, and to follow instructions • Ability to communicate effectively with the Indiana State Department of Health personnel, Ripley County Health Officer, and the general public verbally and in writing.
Work Hours: Up to 42 hours/pay period (2 weeks).			

Weekend & evening hours may be required.			
Supervisor Signature:			
Employee Signature:			

Print and submit this form to your supervisor and the supervisor will file it with the Auditor's office.