
Clay County Health Department
601 E. 12th Street
Flora, IL 62839

Summary of Duties:

Environmental Health and Emergency Preparedness

- Coordinate a special needs plan for the Clay County Emergency Preparedness plan and identify special needs populations within the Clay County community
- Establish a Special Needs Advisory Panel
- Collaborate with community partners to develop a resource manual for reaching persons with special needs during a disaster.
- Assist with volunteer recruitment for Disaster Relief
- Attend the Community Emergency Response Team (C.E.R.T.) train the trainer workshop
- Conduct community workshops to attract volunteers for disaster relief
- Develop a database of volunteers which includes credentials and categories under which they could provide services
- Assist with the West Nile Virus Program including the processes of entrapment, identifying and test mosquitoes for West Nile Virus, setting and monitoring traps on a biweekly basis, separate and test trapped mosquitoes for West Nile Virus
- Provide West Nile Virus Education to youth involved in the Teen R.E.A.C.H. program
- Promote West Nile Virus prevention through newspaper articles and educational materials distribution at key community events.
- Attend Quarterly Trainings conducted by IPHA.
- Participate in events surrounding 2 National Service Days as stated in the AmeriCorps Handbook
- Additional duties may be assigned based on operational needs of the department

Requirements:

- Minimum of 2 years of college coursework in the health or human services field
- Excellent reading, grammar, and writing skills required
- Proficient computer knowledge, skills, and experience
- Knowledge of or experience with social service agencies preferred.
- Community service experience preferred.
- At least 17 years of age by program start date of September 2, 2008
- U.S. Citizen, U.S. National or lawful permanent resident alien
- Valid Drivers License, personal transportation and proof of insurance
- Criminal background check required.