

**Position Summary**

This Public Health AmeriCorps position will support Rock County Public Health’s (RCPH) Public Health Emergency Preparedness (PHEP) program in developing and coordinating a newly formed Medical Reserve Corps. The Rock County Medical Reserve Corps helps Rock County prepare for, respond to, and recover from public health emergencies through a coordinated volunteer response that leverages the skills, knowledge, and experience of Rock County’s community members.

This position will serve directly with RCPH’s Public Health Emergency Preparedness Coordinator under RCPH’s Communicable Disease Unit. A successful AmeriCorps member in this position will be detail-oriented, invested in learning and growing in the PHEP and volunteer management field, and comfortable serving independently.

**Member Duties**

The Public Health AmeriCorps member will be responsible for the following activities:

1. Assure day-to-day functions and operational readiness of the Medical Reserve Corps.
   1. Coordinate volunteer recruitment through the Wisconsin Emergency Assistance Volunteer Registry (WEAVR), social media, community events and other RCPH communication channels.
   2. Host onboarding and orientation sessions for new members.
   3. Prepare and disseminate communications announcing volunteer opportunities, upcoming training events, etc.
   4. Maintain roster of Medical Reserve Corps members.
   5. Assist supervisor in coordinating volunteer response efforts, including deployment and demobilization.
2. Develop and coordinate a Volunteer Training & Exercise Plan.
   1. Explore and pursue training opportunities through state and federal organizations.
   2. Develop and maintain a workbook for tracking members’ training and exercise progress through Microsoft Excel.
   3. Prepare training materials, including standard operating procedures, PowerPoint presentations, etc.
   4. Facilitate trainings with new and ongoing members.
3. Assist in the development of volunteer management policies and strategies, including but not limited to, member recruitment, enrollment, orientation, and deployment.
   1. Assist supervisor in identifying policy and procedure needs.
   2. Develop volunteer policies and strategies using RCPH’s templates.
4. Explore and pursue Medical Reserve Corps sustainability strategies.
   1. Identify funding opportunities through Wisconsin DHS and the Administration for Strategic Preparedness and Response.
   2. Assist supervisor in preparing and submitting grant applications.
   3. Assist in succession planning, including identifying Medical Reserve Corps members who can serve in larger administrative roles.

**Knowledge, Skills, and Abilities**

**Knowledge:**

* Basic understanding of CDC’s Public Health Emergency Preparedness and Response Capabilities
* Basic understanding of the Social Determinants of Health
* Basic understanding of the Social-Ecological Model

**Skills:**

* Project management, including the development and implementation of work-plans to address complex public health topics
* Conducting basic data analysis, policy analysis, and evaluation
* Communicating effectively and tailoring communication strategies to the target population
* Using complex, ambiguous, and dynamic systems

**Abilities:**

* Ability to exercise sound judgement and discretion in completing assigned duties and responsibilities
* Ability to serve independently and in a team environment
* Ability to communicate effectively both verbally and in writing
* Ability to effectively communicate with staff in a courteous, professional manner

**Essential Functions**

**Physical:**

* Ability to bend, twist, turn, and reach frequently
* Ability to sit, walk and stand for long periods of time
* Ability to grasp, carry, push, pull, and lift objects up to 20 pounds at times
* Ability to drive a vehicle
* Access to reliable transportation to fulfill duties of position
* Level of vision, hearing, and fine motor skills sufficient to read, write and proficiently use office and computer equipment

**Equipment Use:**

* Ability to independently and fluently use computer and office equipment (telephone, multi-function printers, computers, software systems, mobile smart phone devices) continuously on a daily basis
* Ability to proficiently use software programs Microsoft Office (Microsoft Word, PowerPoint, Excel, Outlook)

**Conditions:**

* Ability to serve varied hours on occasion, including evenings, weekends and overtime (partner meetings, community events, and public health emergencies).
* Ability to serve in varying office and outside conditions in relation to heat, cold, and varying weather conditions

**Requirements**

**Required:**

* High school diploma/GED
* Valid driver’s license, current certificate of vehicle insurance and reliable access to transportation to all assigned locations

**Preferred:**

* Bachelor’s degree in public health or closely related field from an accredited college or university

**For more information, contact Amber Scarborough at** [**amber.scarborough@wafcclinics.org**](mailto:amber.scarborough@wafcclinics.org)**.**