

COVID-19 Enforcement

The Galion City Health Department has received funding from the Ohio Department of Health to implement enforcement of COVID-19 Orders. The Galion City Health Department is seeking a COVID-19 Enforcement Independent Contractor to assist with enforcement and education of COVID-19 Orders.

Position Summary:

The Candidate will work with GCHD Staff to conduct enforcement and which will include, but is not limited to:

- Maintains knowledge of current state Orders related to COVID-19.
- Works with and communicates effectively with all COVID-19 enforcement staff.
- Utilizes communication skills effectively to educate individuals, agencies/organizations, and/or others throughout the community regarding COVID-19 Orders and its enforcement.
- Documents complaints received regarding COVID-19 Orders.
- Conducts inspections, based on complaints received.
- Documents the findings of inspections.
- Reports findings to GCHD.
- Provides educational materials to individuals and agencies/ organizations.
- Utilizes appropriate methods for interacting effectively and professionally with persons of all ages and from diverse cultural, socioeconomic, educational, racial and ethnic backgrounds, sexual orientations, lifestyles and physical abilities.
- Other COVID-19 enforcement duties, as mutually agreed upon, as the response to COVID-19 evolves.

Minimal Qualifications:

- Individual at least 18 years of age.
- High School Diploma (or equivalent).
- Those with an Associate degree or a Bachelor of Science degree in a healthcare field are preferred.
- Must be dependable, organized, possess excellent communication skills, and able to work independently.
- Must be proficient Microsoft Office applications (Word, Excel, Powerpoint, etc.)
- Must have a valid Driver's License, transportation, and auto insurance.

Other:

- This is a grant funded contract for, with potential for extension.

Benefits:

- This is a contract position and is ineligible for benefits.

Interested parties should send:

Resume
Cover Letter

Mail: Galion City Health Department
113 Harding Way East
Galion, Ohio 44833

Email: andrea.barnes@galionhealth.org

Application deadline is October 31, 2020 or until filled.

The Galion City Board of Health is an Equal Opportunity Employer M/F.