



# Macon County Health Department

## Job Opening

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Job Title:	Care Resource Specialist
Division:	Clinical Nursing Services
Minimum Qualifications:	<p>Bachelor's Degree in communications, health education, nursing, or related field required. Experience in community health or education preferred. Extensive computer experience required. Experience with public relations, public-speaking, writing, and marketing preferred. Must have the ability to work flexible hours as needed including evenings and/or weekends. Teamwork and professionalism a must.</p> <p>Must have a dependable vehicle for use during work hours, valid Illinois Driver's License, and appropriate auto insurance. Must be physically able to get in and out of a car many times per day in all types of weather. Must be able to carry, pull, and manage a minimum of 30 pounds of equipment daily.</p>
Summary of Job Duties:	<p>Assesses social support that clients and contacts need to maintain healthy living in self-isolation or self-quarantine. Coordinates other support services such as delivery of food or medications, and referral to programs that provide financial support. Assesses social support that clients and contacts need to maintain healthy living in self-isolation or self-quarantine. Identifies housing needs and facilitates transition to appropriate housing supports. Provides tools (e.g., thermometer) to assist with daily monitoring and prevent further spread in home. Coordinates other support services such as delivery of food or medications, and referral to programs that provide financial support. Participates in the preparation, selection, and dissemination of health education materials such as film, pamphlets, exhibits, periodicals, and reports; evaluates the effectiveness of various health education methods and techniques; carries out studies and surveys to develop new or improve existing health education methods and techniques. Provides guidance to local civic and professional organizations in the development of meetings, conferences, special courses, and programs in the field of public health. Plans and conducts programs designed to promote and stimulate interest in health education, speaks before various community groups, prepares lecture materials/reading lists, and operates audiovisual equipment. Assists with COVID-19 resource requests and other public health related telephone calls.</p>
How to Apply:	<p>Applications can be picked up at the Macon County Health Department Front Desk at 1221 E. Condit, Decatur, Illinois, or you can go to our website, <a href="http://www.maconcountyhealth.org">www.maconcountyhealth.org</a> to print a copy of the application. Completed applications should be submitted to Macon County Health Department Attention: HR at 1221 E. Condit, Decatur, Illinois, 62521 or emailed to <a href="mailto:hr@maconchd.org">hr@maconchd.org</a></p>

*The Macon County Health Department is an Equal Opportunity Employer and Drug Free Workplace.*