Job Posting

Position: Hepatitis/HIV/STD/Tattoo Coordinator  
Department: Madison County Health Dept.

Work Schedule: M-F 8:00am-4:00pm  
FLSA status: Non-exempt

(Some evening availability is required)

Job Category: PAT-MED (Professional, Administrative, Technological with Medical Field)

Incumbent provides support to Madison County Health Department in completing and overseeing health issues research, program planning, STD Clinic supervision, syringe exchange program oversight, Health Department representation tattoo guideline enforcement, and functioning as a community liaison.

Duties:
Supervision of designated staff, students/interns, volunteers, and their orientation, training, performance appraisal, development and quality assurance
Research, collection, and distribution of information on current and emerging public health issues, as it pertains to infectious disease.
Development and long term planning of public health programming as they relate to the Health Department and community, including policy and procedure development, ongoing program evaluation, and active participation in the delivery of information and services of such programs.
Serves as Health Department communicator and educator, responding to requests for speaking engagements and educational programs on Hepatitis, HIV, STDs, and Tattooing. Also may serve on various community work groups and committees.
Prepares applications for requests for funds, maintains designated budget accountability and records and monitors expenses as they pertain to Hepatitis, HIV, STD and Tattoo programs.
Performs as STD Clinic Manager: duties may include, intake and data entry, initial triage, specimen sampling, processing of lab samples, providing test results, coordinating treatment and partner services for positive CT/GC/HIV/Hepatitis patients, and communicates with Disease Intervention Specialist or outside providers to coordinate patient and partner treatment and follow-up
Hepatitis B and C Surveillance and Case Management – conducts all hepatitis B and C case investigations as well as community education presentations related to hepatitis
STD Clinic Manager – ensures all STD Clinic positions are staffed, receives and directs patients, enters patient records, testing, treatment and results data in SDTMIS, enters CT/GC or blood testing samples into LIMSNET for state lab screening and prepares sample packaging for submission
Tattoo Coordinator - provides guidelines and direction per Madison County Ordinance for artists and establishment owners and managers wishing to obtain operating permits, as well as conducts inspections and education for qualifications.
**Requirements:**

Bachelor’s degree in health field, education human services, or related field; and/or Medical Assistant certification

Strong knowledge base of general public health issues including HIV/STD/Hepatitis. Demonstrated ability in general public health planning, organizing, counseling, and leadership; practical public health experience. Demonstrated understanding of the importance of knowledge of ethical issues and of maintaining individual and Health Department confidentiality. Excellent communication skills and willingness to engage in public presentations for the purpose of meeting both educational and public relations goals of the Health Department. Understanding of cultural diversity and competence, while maintaining the ability to establish a positive rapport with a variety of persons whose values may differ. Understanding of community program development and an ability to network with a multitude of organizations, both public and private, local and statewide. Demonstrated non-judgmental approach in addressing all populations serviced by the Health Department. Basic understanding of the social, political, and economic climate of Madison County. Ability to function autonomously and establish priorities with minimal supervision from Health Department Administrator. Evening and weekend hour availability required,

Job Descriptions available upon request.

Interested candidates should submit a signed cover letter, resume, at least three professional references, to:

Human Resources, 16 E 9th Street, Suite 101, Anderson, IN 46016 or [http://www.madisoncounty.in.gov/HR_Application.pdf](http://www.madisoncounty.in.gov/HR_Application.pdf)

Deadline for submission is Friday, September 2, 2016, 4:00 P.M.

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