

MEDICAL RESERVE CORPS COORDINATOR

DISTINGUISHING FEATURES OF THE CLASS: An incumbent of this position is responsible for developing a Medical Reserve Corps for Putnam County. The Medical Reserve Corps shall be a trained volunteer organization made up of medical as well as non-medical personnel, on call to assist the County in the event of a mass incident, emergency or crisis requiring such assistance. Responsibilities of this position include recruitment, credentialing and training of qualified volunteers professionals such as physicians, nurses, EMTs, as well as qualified non-medical volunteers. Work is performed under general supervision of the Supervising Public Health Educator and/or other higher level Health Department staff. Performs related work as required.

TYPICAL WORK ACTIVITIES: (Illustrative only)
Coordinates County efforts to recruit and maintain volunteers;
Establishes and maintains a volunteer database with names and contact information for all Medical Reserve Corps volunteers;
Utilizes a credentialing system developed by state agencies for licensed volunteers, such as physicians, nurses, pharmacists;
Develops training schedules for all volunteers;
Coordinates efforts and maintains communications with other Medical Reserve Corps Coordinators in the region to share information;
Attends training sessions and conferences relative to Medical Reserve Corps development and preparedness;
Assists in integrating volunteers into community, as needed;
Performs a variety of related activities as required.

Typical Work Activities are intended only as illustrations of possible types of work that might be appropriately assigned to an incumbent of this title. Work activities that do not appear above are not excluded as appropriate work assignments, as long as they can be reasonably understood to be within the logical limits of the job.

FULL PERFORMANCE KNOWLEDGES, SKILLS, ABILITIES AND PERSONAL CHARACTERISTICS: Thorough knowledge of the community; ability to plan and organize groups and activities; ability to coordinate and provide leadership to both professional and supporting volunteer personnel; ability to communicate clearly and effectively, to individuals and groups, both orally and in writing; ability to establish and maintain effective working relationships with a variety of people; good listening skills; courtesy; tact; confidentiality; good judgment.

MINIMUM QUALIFICATIONS: Either

- a) Bachelors degree or higher in nursing, health administration, health education, health sciences, or a related field; or
- b) Associates degree in nursing, health administration, health education, health sciences, or a related field, and two (2) years experience in recruiting and/or training, providing job orientation, or related experience; or
- c) Graduation from high school or possession of a comparable diploma and five (5) years experience in recruiting and/or training, providing job orientation, or related experience; or
- d) An equivalent combination of training and experience as described in a), b) and c) above.

SUBSTITUTION NOTE: Post-secondary level education may be substituted for one (1) year of the required experience indicated above on the basis of thirty (30) college credits per year of experience.

PLEASE NOTE: Education beyond the secondary level must be from an institution accredited or recognized by the Board of Regents of the New York State Department of Education as a post secondary, degree-granting institution.