



Notice of Job Vacancy #21-107

Posting Date: January 7, 2021

Position: Full-Time COVID Collaborator serving Berkeley County Schools

Location: As assigned by Berkeley County Schools

Number of Positions: One (1)

Employment Term: This is a one-year position from hire date through the end of the 2020-2021 school year.

Salary: Based on the EPIC Professional Salary Scale with years of verified experience

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required.

Qualifications:

- Graduate with minimum of (B.S./B.A.) Bachelor's degree.
- Excellent communication and interpersonal skills.
- Ability to maintain confidentiality.
- Ability to read, analyze, and interpret data; ability to write reports, business correspondence, and procedure manuals
- Ability to effectively present information and respond to questions from groups of managers, clients, customers, and the general public.
- Professional CPR/First Aid certification and valid driver's license.
- Two years of previous experience with child and adolescent experience preferred.
- Public health personnel with infection control, worker safety, and health experience preferred.
- Ideal candidates will possess knowledge of principles and practices of public health of all age groups

Essential Duties and Responsibilities:

- Assists Berkeley County Schools (BCS) Nursing Services Coordinator (NSC) and Nurse Liaison with COVID-related issues.
- Communicates, collaborates, and cooperates with colleagues, supervisors, and students.
- Assists families and staff to access services through the local health department, private providers and community agencies.
- Functions as a member of the BCS Pupil Services Department.
- Maintains accurate, complete, and correct records as required by law, district policy, and administrative regulations.
- Uses knowledge about current ideas, trends, methods, programs, materials, and equipment for technology integration to ensure optimum instructional delivery. Must be proficient in Excel, Word, and PowerPoint, among other applications.
- Gathers and assists in analyzing data on student and staff cases and contact outcomes in order to identify possible outbreaks. Monitors and evaluates the response in order to shift program efforts appropriately.
- Assists NSC, school nurses, and families to assess and revise health plan of students with health conditions along with other duties and responsibilities as assigned.
- Other duties as assigned.

Reports To: BCS Director of Student Support Services; EPIC Administrator

Conditions of Employment: Recommended by the EPIC Administrator; Confirmed by the EPIC Regional Council

Start Date: To be determined, pending approval process.

To Make Application: Please submit a completed EPIC application via email to sdjohnson@wvesc.org . The EPIC application can be found at www.epicresa8.org (Click on the "We are hiring" link on the main page.)

Application Process for Current Employees: If your application, resume or reference information has changed since you were hired, please submit updated information along with a letter of application to be considered. If nothing has changed, a letter of application should be sent via email, mail or fax to Shannon Johnson, Human Resources Director. Current employees may also apply online (see below.)

Application Process for New Candidates: You may submit your application one of the following ways:

Online application can be made via Search Soft by clicking on the link below:

https://ats1.searchsoft.net/ats/app_login?COMPANY_ID=00012808

If you cannot see this job when you log into your Search Soft account, check your location tab and ensure you have selected EPIC as one of your location choices; check your preferences to ensure you have selected professional opportunities.

Hard copy EPIC application can be found at www.epicresa8.org

1. Submit hard copy applications to:

EPIC

109 South College Street

Martinsburg, WV 25401 Attention: Shannon Johnson, Human Resources Director

2. A copy of the EPIC application may be submitted electronically to sdjohnson@wvesc.org .

3. A copy of the EPIC application may be FAXED to 304-267-3599 Attention: Shannon Johnson.

Applications will be received for consideration through January 17, 2021 or until the position is filled.