

Job Description for Illness Mitigation Secretary II/III

Expectations / Duties and Responsibilities*:

- Maintain inventory and order personal protective equipment, sanitizing supplies and equipment, medical supplies, and other supplies related to illness mitigation using the proper requisition and purchasing procedures.
- If necessary, coordinate vaccine clinics and testing clinics and complete paperwork to order vaccines and vaccine verifications.
- If necessary, set up calls and appointments or other scheduling tasks associated with vaccine and/or testing clinics.
- Coordinate with the local health department when contact tracing is required
- Conduct contact tracing and case investigation
- Contact parents and relay information from the school nurses
- Set up locations for student pick-up when necessary
- Act as the point of contact for families regarding COVID testing, treatment resources and return to school
- Follow-up with families when necessary to obtain information on illnesses.
- Manage and Enter Data related to illnesses including, but not limited to the following possible examples:
 - Number of vaccinated students and teachers/staff per school
 - Number of cases identified in school, community or extra-curricular activities
 - Number of instructional days by each instructional method
 - Number of students quarantined
- COVID-19 OR other illness testing/assessment coordination (if school-based COVID-19 testing is ever conducted) –
 - Coordinate between county school system and state contracted testing labs
 - Submit reports to DHHR and the local health department regarding numbers of individuals tested
- Work at the discretion of the school nurses to assist in illness mitigation and management.
- Assist the school nurses with any tasks related to illness prevention and postvention.
 - This may include coordinating events or other pro-active measures.
- Collect information from teachers and staff on illness spread, etc.
- Collect information from teachers and staff on pro-active illness prevention measures (such as handwashing education, etc.)

***IN ADDITION TO ALL SECRETARY II/III RESPONSIBILITIES**