

MRC Coordinator Position

This position is a part-time grant funded position for up to 13.5 hours per week (52 week year) at \$25.00/hr. for the Greater Grafton Medical Reserve Corps. The GGMRC is a volunteer group made up of medical and non-medical personnel, on call to assist in the case of an emergency. Hours are flexible and dependent on the individual's required weekly activity schedule. Travel to quarterly State-wide meetings in Stow, MA and additional meetings to be held around the region are required. Must be cleared in a CORI/SORI check to be eligible for employment.

Job Description:

Under the general supervision of the Board of Health and Town Administrator, and in compliance with the Sponsoring Organization (Worcester), the individual uses initiative in carrying out reoccurring assignments independently. This is a contracted position with minimal supervision. Calm demeanor and quick thinking in an emergency situation is a must.

Essential Functions:

1. Recruit, manage and train Medical Reserve Corps volunteers
2. Prepare budget plans along with the details of budget allocation for executing each activity and making purchases
3. Maintain confidential background checks and individual volunteer records
4. Schedule, coordinate and conduct events, orientations, drills, and trainings
5. Foster collaborations with other MRCs, organizations, municipalities and stakeholders
6. Locally manage and track volunteers through the statewide volunteer database, MA Responds
7. Create marketing and promotional materials for brand awareness and public education
8. Establish and update regional deployment plans and protocols
9. Create reports for local, state, and federal officials
10. Draft an effective grant application that includes plans, goals, objectives, and utilization of funds
11. Effectively communicate with volunteers regularly
12. Update social media outlets and website content
13. Assist with public health emergencies as requested

Confidentiality:

In accordance with State Public Records law, individual has regular access to confidential information including social security numbers and CORI and SORI check results.

Occupational Risk:

Must be able to lift event pop up tent and various festival supplies not to exceed 50 lbs.

Skills:

Good customer service skills, proficiency in written and oral communications and ability to work in collaborative relationships are necessary for a successful candidate. Additionally, strong computer skills and a valid driver's license are required. Preference given to individuals with comprehensive knowledge and experience working within the community and emergency preparedness professionals.

Please send cover letter and resume to healthdept@grafton-ma.gov on or before December 1, 2016.