



NOTICE OF VACANCY

COVID-19 Response Coordinator

Reports To: Vice President of Student Services

Description of Position: At Mississippi Delta Community College (MDCC) we value the ability to serve students from a broad range of socioeconomic backgrounds, genders, abilities, and orientations. We prioritize applicants who demonstrate they understand the benefits a diverse student population brings to a community college. The successful COVID-19 Response Coordinator will be an equity-minded individual committed to student safety and success by collaborating with faculty, staff, administration, students, and community partners who support the institution's mission.

The COVID-19 Response Coordinator, under the direct supervision of the Vice President of Student Services, is responsible for overseeing the College's response to the COVID-19 pandemic. This position will review, develop, and implement policies and standard operating procedures related to COVID-19 and provide corresponding education.

The COVID-19 response coordinator will assist with the implementation of strategies, as determined by College leadership, to reduce the spread of COVID-19, track the virus on campus, and implement culturally responsive strategies to promote behaviors that create a healthy campus environment.

Duties and Responsibilities:

- Collaborate with campus leadership to plan and implement communication and educational efforts.
- Coordinate best practices for the campus on such issues as testing, contact tracing, quarantine and isolation protocols, and mental health.
- Coordinate with Facilities Management to ensure PPE stock is adequate and centralized to protect the MDCC campus.
- Coordinate with the Office of Human Resources and the Office of Student Life on data and information sharing to ensure positive cases can quickly be identified, followed up with, and entered into appropriate databases.
- Develop and implement policies and procedures related to COVID-19, utilizing the most current information from the CDC and the Mississippi Department of Health.
- Ensure that MDCC's COVID-19 website and social media pages are current and informative.
- Maintain up-to-date case records and reports related to COVID-19.
- Receive, investigate, and record complaints regarding campus violations/and or failure to comply with appropriate ordinances and regulations related to COVID-19 guidelines and regulations.

Mandatory Requirements include:

- Licensed Practical Nurse with an unencumbered LPN license in the state of Mississippi.
- Three years of experience working in community health or public health setting.
- Experience in coordinating, implementing and managing health programs in emergency contexts.
- Strong leadership, management, planning, analytical, interpersonal, and communication skills.

Mississippi Delta Community College does not discriminate on the basis of age, race, color, national origin, religion, sex, sexual orientation, gender identity or expression, physical or mental disability, pregnancy, or veteran status in its educational programs and activities or in its employment practices. The following person has been designated to handle inquiries regarding the non-discrimination policies: Steven J. Jones, Vice President of Administrative Services, Tanner Hall, Suite 202, P. O. Box 668, Moorhead, MS 38761, 662-246-6304; EEOC@msdelta.edu.

Desired Qualifications (but not required):

- Three years of experience working in an infectious disease setting.
- Able to work under pressure and good at timely decision making.
- Competent in Microsoft Office, Word and Excel.
- Excellent initiator, able to manage multiple tasks.
- Excellent professional approach and strong team building skills.
- Knowledge and/or experience in conflict management, protection, or other related field.

Physical Demand:

- May require prolonged periods of viewing a computer screen.
- May be required to lift or carry up to 25 pounds.
- Other areas of physical demand include but are not limited to bending, climbing, crawling, kneeling, pulling, pushing, reaching, sitting, squatting, standing, stooping, twisting, and walking.

Work Environment:

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. The noise level in the work environment is usually moderate.

TERMS OF EMPLOYMENT

Annual contracts are awarded by MDCC and this applicant will be offered a 12 month contract with a term of employment beginning August 19, 2020.

SALARY

The salary offered will be based on experience.

APPLICATION PROCEDURES

Applicants should submit all of the following in order for their application to be considered for employment:

1. MDCC Employment Application
2. *Official* College Transcript(s)
3. Current Resume
4. Authority to Release Information Form/ Consent Form

The MDCC Employment Application can be found on the MDCC website, www.msdelta.edu, under employment opportunities or call 662-246-6322 for assistance.

DEADLINE

External/Internal – September 1, 2020 at 5:00 pm

Mississippi Delta Community College does not discriminate on the basis of age, race, color, national origin, religion, sex, sexual orientation, gender identity or expression, physical or mental disability, pregnancy, or veteran status in its educational programs and activities or in its employment practices. The following person has been designated to handle inquiries regarding the non-discrimination policies: Steven J. Jones, Vice President of Administrative Services, Tanner Hall, Suite 202, P. O. Box 668, Moorhead, MS 38761, 662-246-6304; EEOC@msdelta.edu.