



Hancock Public Health

Your Recognized Leader in Population Health

Lindsay Summit, MPH, Health Commissioner



Date Posted Internally and Externally: March 5, 2025

Position: Independent Contractor - Infection Prevention and Control Educator

12 weeks: May 2025 - August 2025, Monday-Friday, Flexible Hours (Maximum of 192 Hours).

Hybrid position with partial remote work and partial field work.

Rate: \$25.00/hour

General statement of duties:

The IPC Educator will collaborate with healthcare facilities to assess infection prevention and control (IPC) needs and develop customized education plans. Responsibilities include delivering training using CDC Project Firstline materials and specialized hand hygiene education tools, conducting non-punitive infection control audits to guide training and process improvements, and providing ongoing consultation to strengthen facility IPC programs. The role also involves maintaining documentation of training and audits, staying current on public health guidance, and fostering a culture of infection prevention through collaboration with public health officials, facility leadership, and healthcare staff. Additionally, the IPC Educator may develop educational materials, including pre-recorded videos, presentations, or self-paced training modules, to support IPC education and sustainability efforts.

Required education, experience, and training:

Preferred applicant should be pursuing an associate's degree, bachelor's degree or a graduate degree in public health, healthcare or a related field. Experience with infection prevention and control in healthcare settings preferred.

Additional requirements:

- Must be 18+ years of age with a high school diploma.
- Ability to operate a computer;
- Remote work capability with internet and computer capabilities;
- Must be dependable, organized, and possess excellent communication skills;
- Must be able to read a map and/or use GPS driving directions;
- Must be able to work as a team;
- Must have a valid Driver's License, reliable transportation, and auto insurance;
- Strong communication and teaching skills;
- Ability to work independently and adapt IPC education in various healthcare settings

Interested parties submit resume to:

Hannah Plumley, Epidemiologist and Emergency Response Planner at hplumley@hancockph.com

Or

Hancock Public Health
Attn: Hannah Plumley, MPH, CIC
2225 Keith Parkway
Findlay, Ohio 45840

Position posted until filled.



Hancock Public Health



Public Health
Prevent. Promote. Protect.

Job Title	Independent Contractor - Infection Prevention and Control Education	County	Hancock
Division	Health Promotion and Planning	Contract Rate	Not to exceed \$4,800.00
Supervisor	Director of Health Promotion and Planning	Position Type	Seasonal

Position Summary:

The Hancock Public Health Department (HPH) has received grant funding from the National Association of County and City Health Officials (NACCHO) to implement infection control education and best practices utilizing CDC Project Firstline resources designed to help prevent the spread of infectious disease in healthcare settings. The position is a seasonal position at 16 hours per week that will begin in May and end in August, for a total of 192 hours. The candidate will work with HPH staff and healthcare facility administration on developing and implementing tailored infection prevention and control education, ensuring effective and sustainable infection prevention practices as outlined by the deliverables required by the grant. The independent contractor is eligible to reimburse for any job-related mileage incurred on their personal vehicle at the current federal reimbursement rate.

Essential Duties:

1	Collaborate with healthcare facilities to assess IPC needs and develop customized education plans.
2	Deliver IPC education and training sessions to healthcare facilities using CDC Project Firstline materials and Glo Germ/GlitterBug UV light Hand Hygiene Education kits.
3	Conduct non-punitive infection control audits and use findings to guide training and process improvement.
4	Provide ongoing support and consultation to facilities to strengthen their IPC programs.
5	Maintain documentation of training sessions, audits, and facility engagement.
6	Stay updated on CDC and public health guidance related to infection prevention and control.
7	Work collaboratively with public health officials, facility leadership, and healthcare students and staff to foster a culture of infection prevention.
8	Develop pre-recorded video(s), presentation(s), or self-paced training module(s) introducing Project Firstline materials, at least one (1) relevant IPC topic, and a plan for sustainability.

Other Duties & Responsibilities:

Completion of Nursing Home Infection Preventionist Training and/or CDC/STRIVE Infection Control Training upon hire. Maintain working knowledge of IPC recommendations and best practices.

Basic Qualifications

- Must be 18+ years of age with a high school diploma.
- Ability to operate a computer;
- Remote work capability with internet and computer capabilities;
- Must be dependable, organized, and possess excellent communication skills;
- Must be able to read a map and/or use GPS driving directions;
- Must be able to work as a team;
- Must have a valid Driver's License, reliable transportation, and auto insurance;
- Strong communication and teaching skills;
- Ability to work independently and adapt IPC education in various healthcare settings

Preferred Qualifications

- Enrolled in a college or university or has previous experience in the field of public health or healthcare.
- Experience with infection prevention and control in healthcare settings.

Organizational Key Competencies:

All Hancock Public Health (HPH) employees are expected to ensure that Hancock County residents are protected from disease and other public health threats, and to empower others to live healthier, safer lives. In addition, all HPH employees are expected to meet specified competencies in the following areas:

- **Customer Focus:** Ensure the health and safety of our community within my abilities and resources and treat our many, diverse customers with thoughtful listening and respect.
- **Accountability:** Be accountable for knowing the scope of HPH programs and for maintaining the public's trust through credible information, quality programming and services, and fiscal integrity.
- **Equity & Fairness:** Interact with clients, community partners and staff with fairness and equity and deliver services free of bias or prejudice.
- **Continuous Quality Improvement:** Establish and maintain organizational capacity and resources to support CQI.
- **Occupational Health & Safety:** Follow all safety rules, proactively work to prevent accidents, and encourage the use of sound judgment in order to comply with departmental and city occupational safety regulations.
- **Emergency Preparedness:** Promptly identify and respond to public health threats and priorities which may involve working outside of day-to-day tasks.
- **Communication:** Communicate in a respectful manner in both written and oral formats with linguistic and cultural proficiency.

Position Specific Key Competencies for Public Health Professionals:

Analytical/Assessment Skills

- 1A3 Applies ethical principles in accessing, collecting, analyzing, using, maintaining, and disseminating data and information.
- 1A4 Uses information technology in accessing, collecting, analyzing, using, maintain, and disseminating data and information.
- 1A7 Identifies gaps in data.
- 1A8 Collects valid and reliable quantitative and qualitative data.

Policy Development/ Program Planning Skills

- 2A2 Contributes to development of program goals and objectives.
- 2A6 Gathers information that can inform options for policies, programs, and services.

Communication Skills

- 3A2 Communicates in writing and orally with linguistic and cultural proficiency.
- 3A4 Suggests approaches for disseminating public health data and information.

Cultural Competency Skills

- 4A4 Recognizes the contribution of diverse perspectives in developing, implementing, and evaluating policies, programs, and services that affect the health of a community.

Community Dimensions of Practice Skills

- 5A7 Provides input for developing, implementing, evaluating, and improving policies, programs, and services.

Public Health Sciences Skills

- 6A8 Contributes to the public health evidence base

Financial Planning and Management Skills

- 7A3 Adheres to organizational policies and procedures
- 7A9 Operates programs within budget

Leadership and Systems Thinking Skills

- 8A1 Incorporates ethical standards of practice into all interactions with individuals, organizations, and communities.

Full List of Council on Linkages Competencies can be found at: http://www.phf.org/resourcestools/Pages/Core_Public_Health_Competencies.aspx

Knowledge & Software Competencies:

Knowledge of the following are integral to the daily responsibilities of this position:

<input checked="" type="checkbox"/> Microsoft Word	<input type="checkbox"/> 1 <input type="checkbox"/> 2 <input checked="" type="checkbox"/> 3	<input type="checkbox"/> HealthSpace	<input type="checkbox"/> 1 <input type="checkbox"/> 2 <input type="checkbox"/> 3	<input type="checkbox"/> ODRS	<input type="checkbox"/> 1 <input type="checkbox"/> 2 <input type="checkbox"/> 3
<input checked="" type="checkbox"/> Microsoft Excel	<input type="checkbox"/> 1 <input type="checkbox"/> 2 <input checked="" type="checkbox"/> 3	<input type="checkbox"/> PeopleSoft	<input type="checkbox"/> 1 <input type="checkbox"/> 2 <input type="checkbox"/> 3	<input checked="" type="checkbox"/> Groupwise/MS Outlook	<input type="checkbox"/> 1 <input checked="" type="checkbox"/> 2 <input type="checkbox"/> 3
<input checked="" type="checkbox"/> Microsoft PowerPoint	<input type="checkbox"/> 1 <input type="checkbox"/> 2 <input checked="" type="checkbox"/> 3	<input type="checkbox"/> Inventory System	<input type="checkbox"/> 1 <input type="checkbox"/> 2 <input type="checkbox"/> 3	<input type="checkbox"/> Website/Social Media	<input type="checkbox"/> 1 <input type="checkbox"/> 2 <input type="checkbox"/> 3
<input type="checkbox"/> Microsoft Publisher	<input type="checkbox"/> 1 <input type="checkbox"/> 2 <input type="checkbox"/> 3	<input type="checkbox"/> Allscripts or other EMR	<input type="checkbox"/> 1 <input type="checkbox"/> 2 <input type="checkbox"/> 3	<input type="checkbox"/> SPSS, SAS, or other	<input type="checkbox"/> 1 <input type="checkbox"/> 2 <input type="checkbox"/> 3
<input type="checkbox"/> Microsoft Access	<input type="checkbox"/> 1 <input type="checkbox"/> 2 <input type="checkbox"/> 3	<input type="checkbox"/>	<input type="checkbox"/> 1 <input type="checkbox"/> 2 <input type="checkbox"/> 3	statistical software	

1= Beginner 2=Intermediate 3=Advanced/Expert

Reviewed By	Chad Masters, MPH, REHS	Date	02/21/2025
Approved By	<i>Hubert S. T., MPH</i>	Date	<i>03/05/2025</i>
Last Updated By		Date	