

Public Health Emergency Preparedness Coordinator

Part-time position

20 hours per week

Pay \$22 per hour

POSITION: Public Health Emergency Preparedness Coordinator

DEPARTMENT: Health Department

DIVISION: Public Health Preparedness

STATUS: Part-Time

To perform this position successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed in this document are representative of the knowledge, skill, and or ability required. Dearborn County provides reasonable accommodation to qualified employees and applicants with known disabilities who need accommodation to complete the application process or perform essential functions of the job unless the accommodation would cause an undue hardship.

Duties:

- Supervises volunteers and staff during an emergency, including recommending increases/decreases in staff, providing training orientation, and planning, delegating, and controlling work assignments.
- Reviews and completes grant requirements as required by the Indianan State Department of Health
- Coordinates with local and state government agencies and local health and medical response organizations to plan a comprehensive response to local emergencies and disasters.
- Prepares and updates medical countermeasures dispensing plan for treatment or prophylaxis of community members, operation plans for essential health department functions during an emergency, develops and updates (SOP) Standard Operating procedures for activating, sustaining, and demobilizing public health emergency operations center in response to identified public health threat.
- Updates emergency contact lists for health department staff and emergency response agencies.
- Plans and implements drills and exercises to evaluate the successfulness of public health emergency response plans and procedures, preparing After Action Reports to analyze and communicate the outcomes of drills and exercises.
- Maintains communication with ISDH regarding potential public health threats and emergency planning updates; reviews and negotiates memoranda of understanding (MOUs) with the assisting organization.
- Maintains inventory of emergency response supplies
- Serves 24-hour calls and responds to emergencies from off-duty status
- Performs related duties as assigned

Job Requirements

- High School graduate or equivalent: College graduate preferred but not necessary
- Must be at least 21 years of age
- Valid Drivers license
- •Possession of and ability to maintain possession of Federal Emergency Management Agency (FEMA) and National Incident Management System (NIMS) certification.
- Knowledge of Community Health Services and agencies and ability to plan and evaluate public health emergency preparedness programs.
- Working knowledge of coordinating with government agencies and community organizations and familiarity with local emergency response organizations
- Ability to read, interpret, and complete ISDH grant requirements
- Ability to apply knowledge of people/locations, plan/layout assigned work projects, and read/interpret detailed prints, specifications, and maps
- Ability to plan and present public speaking presentations, fundraisers, and special events.
- Ability to properly operate standard office equipment, including computer and related software applications, copy machines, fax machines, and telephone
- Ability to provide public access to or maintain the confidentiality of department information and records according to state requirements
- Ability to comply with all employer and department policies and procedures, including, but not limited to, attendance, safety, drug-free workplace, and personal conduct
- Ability to effectively communicate orally and in writing with co-workers, other County departments, Indiana State Department of Health, representatives of other public health agencies, and members of the public courteously and tactfully, including being sensitive to professional ethics, gender, cultural diversities, and disabilities.
- Ability to work alone with minimum supervision and with others in a team environment on several tasks simultaneously, often under time pressure.
- Ability to understand, memorize, retain, and carry out written or oral instructions and also present findings in oral or written form
- Ability to occasionally work extended hours and travel out of town for training.
- Ability to serve 24-hour call and respond to emergencies from off-duty status
- •Possession of a valid Indiana driver's license and a demonstrated safe driving record

Difficulty of work:

The incumbent performs various emergency preparedness duties according to general policies and guidelines. Independent judgment is required to coordinate emergency preparedness activities and resolve problems. The incumbent performs a range of duties that involve considering several variables, the relationships among which are not always apparent.

Responsibility:

The incumbent must make non-routine decisions based on general policies and guidelines. Supervisory control is limited to specifying general guidelines, with desired results stated. Work is generally reviewed for attainment of objectives and effect on department goals and objectives.

Personal Work Relationships:

The incumbent maintains frequent contact with co-workers, other county departments, the Indiana State Department of Education, representatives of other public health agencies, and members of the general public for various purposes, including explaining department goals, coordinating specific program activities, and offering professional consultation and advice.

Physical Effort and Work Environment:

The incumbent performs duties in a standard office environment and in the field, including sitting/standing/walking at will, driving, close vision, lifting/carrying objects weighing less than 25 pounds, and hearing sounds/communications. The Incumbent may be exposed to irate/hostile individuals and must respond to situations involving potential physical harm to self and others.

The Incumbent occasionally works extended hours and travels out of town for training, but not overnight. The incumbent serves on a 24-hour call and responds to emergency calls from off-duty status.

Dearborn County is an Equal-opportunity employer

Please send a CV to arose@dearborncounty.in.gov

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