

TITLE: Public Health Emergency Preparedness Coordinator

REPORTS TO: Public Health Administrator

QUALIFICATIONS

1. Proficient in Microsoft office.
2. Thorough knowledge of Public Health Emergency Services functions, organization, and structure.
3. Bachelor's degree in emergency services/healthcare management/natural sciences or related field and two years of work experience in emergency services preferred.
- 4.. Knowledge of office management responsibilities, systems, and procedures.
5. Is self-directed with the ability to work with little supervision.
6. Knowledge of modern practices and principles of public health including investigation and surveillance methods.
7. Has excellent observation skills, good judgement, good oral and written communication skills, and public relations skills.
8. Is flexible and cooperative in fulfilling all obligations.
9. Demonstrates ability to supervise and direct personnel.
10. Demonstrates ability to establish and further effective working relationships with the general public, school officials, community leaders, members of the professional organizations and governmental officials.
11. Possesses and maintains good physical stamina and mental health.
12. Working knowledge of the incident command system and ability to function within it
13. Must be a licensed driver with an automobile that is insured and is in good working order. Documentation of current automobile insurance coverage is on file.

SUMMARY OF JOB RESPONSIBILITIES

The Public Health Emergency Preparedness (PHEP) Coordinator is responsible for the development and maintenance of the Public Health Emergency Preparedness Plan as well as various other programs as necessary. The incumbent assesses public health emergency preparedness educational needs, and plans, develops, and implements education/training programs. The PHEP Coordinator has frequent

interaction with Emergency Management Services personnel, the hospital, medical providers, law enforcement, fire personnel, pharmacists, veterinarians, coroners, and community-based organizations. Coordination with other program directors is essential.

RESPONSIBILITIES AND DUTIES

The PHEP Coordinator is responsible for the following areas either directly or by delegation:

1. Coordinates Public Health activities concerning suspected acts of bioterrorism including chemical, biological, radiological, and events involving explosive devices.
2. Ensures timely and accurate submission of Ford County Public Health Department Deliverables for fulfillment of Ford County's obligations under the Emergency Preparedness Grant Program.
3. Completes, evaluates, maintains, and updates as appropriate the Ford County Public Health Emergency Preparedness and Response Plan.
4. Participates in the design of planning exercises to test the efficiency of Public Health emergency preparedness plans.
5. Develops training materials to educate the public and facilitate compliance with public health emergency preparedness programs.
6. Ensure security, integrity, and confidentiality of data.
7. Coordinates Ford County preparedness and response to public health emergencies
8. Maintain a safe and secure working environment.
9. Participates in the development, review, and management of policies and preparedness to mitigate any event that would cause a release that could jeopardize public safety, health, and the environment.
10. Represents the organization to other groups, organizations, and the general public.
11. Ensures the accuracy of public information materials as appropriate.
12. Perform other duties as assigned.

The above statements are intended to be a representative summary of the major duties and responsibilities performed by the incumbents of this job.

WORKING CONDITIONS

1. General office environment
2. Exposure to infectious disease.
3. Public and school establishments.
5. Public and private property areas

CONTINUING EDUCATION REQUIREMENTS

Agency personnel are expected to participate in appropriate continuing education as may be requested and/or required by the public health administrator. All agency personnel must attend mandatory educational programs.