

## **Hendricks County** **Job Descriptions**

**Title:** Public Health Preparedness Coordinator

**FLSA Status:** Exempt

**Department:** HealthDepartment

**Pay Band:** PAT 3

**Supervisor:** Environmental/Nursing Health Directors

**Date Prepared:** 06/30/2015

**Date Approved:** 01/14/2016

### **PURPOSE OF POSITION:**

Assures the Health Department is prepared to fulfill its role in addressing all public health emergencies including all hazards events and terrorism attacks. Incumbent is responsible for coordinating prevention, preparedness, response and recovery plans in accordance with established national and state regulations.

### **ESSENTIAL FUNCTIONS:**

- Coordinates public health preparedness grants received by the department regarding public health preparedness and homeland security.
- Facilitates collaboration with internal and external emergency response partners.
- Cooperates with local, state, and federal agencies responsible for responding to terrorism events or other emergencies.
- Represents the department at emergency planning meetings at the local, district and state levels.
- Identifies, plans, and develops health education concerning preparedness issues.
- Develops department emergency and public health preparedness plans and standard operating procedures, including coordinating and preparing emergency protocols, responding to public health emergencies, and ensuring compliance with legal and regulatory requirements.
- Maintains and updates department emergency and safety preparedness protocol.
- Anticipates and develops plans for the department's response to public health emergencies.
- Represents the department and participates the in county-wide emergency planning and execution of emergency plan drills.
- Identifies and coordinates access to training for department staff on county-wide emergency and department plans.
- Plan, purchase and maintain Health Department preparedness related inventory.
- Maintain Health Department compliance with NIMS and Center for Disease Control training, preparedness grants, and agreements.
- Plan Health Department crisis communication procedures.
- Coordinates and conducts drills and exercises in areas of preparedness.
- Recruits and retains the county Medical Reserve Corps unit.
- Maintains situational awareness while responding to an emergency event.
- Represents the department on various coalitions and councils, promoting communication and cooperation with our community partners.

**NON-ESSENTIAL FUNCTIONS:**

- Coordinates and arranges health department public health displays
- Performs other duties as assigned

**EDUCATION AND QUALIFICATION REQUIREMENTS:**

- Bachelor's Degree in Public Health; or a degree with at least 30 hours of physical and/or biological science; or a degree in Education, Public Policy Planning or a combination of education and experience. Post Graduate education preferred.
- Background knowledge of health issues and science sufficient to educate the public on disease prevention and public health issues.
- Knowledge of the core functions and the essential services of public health
- National Incident Management System (NIMS) IS 20, 29, IS-100, 120, 200, 244, IS 300-400, IS-700, 702, IS 800, 806, 808,814 certification within a year of employment
- Ability to communicate well, both verbally and in writing.
- Attention to detail
- Ability to make presentations to large groups
- Ability to effectively organize workload and work independently
- Ability to work in groups and with individuals of varied backgrounds
- Ability to perform basic computer functions
- Ability to maintain a valid Indiana Drivers License
- Ability to work outside of normal business hours to accomplish departmental goals
- Ability to organize and lead departmental emergency and public health preparedness plans, drills and exercises

**RESPONSIBILITY:**

The incumbent is responsible for ensuring that the Health Department is prepared to respond to bioterrorism events, public health emergencies, and disasters by developing plans for response, mitigation, recovery and leading staff in exercising those plans. Errors in judgement may result in significant public health harm and cost during an actual event.

**MINOR RESPONSIBILITY:**

- Locate, develop and obtain educational materials on health issues and disseminate to target groups within Hendricks County.
- Meet health education goals of Environmental Health.
- Prepare timely health education articles for dissemination.
- Assist with public and media during emergency events or disease outbreaks.
- Provide public education on Health Department ordinances.
- Coordinate training opportunities for staff and arrange outside learning opportunities.

**WORKING RELATIONSHIPS:**

- State and Federal agencies, ISDH, IDEM, Public Health Emergency Preparedness District, county emergency response agencies, local and county hospitals, township, and town offices, coalitions, school administrators, school nurses, pharmacists, hospital staff and the community at large.

**WORKING CONDITIONS AND PHYSICAL DEMANDS:**

The administrative work is performed in a standard office environment, however due to the nature of public health, environmental or home visits may be needed. There may be exposure to potential health hazards, such as communicable diseases, blood borne pathogens, pests, and environmental hazards. The Preparedness Coordinator may be called upon for extraordinary service in case of public health emergencies. On call 24 hours a day, 7 days a week.

**APPLICANT/EMPLOYEE ACKNOWLEDGEMENT:**

The job description for the position of Public Health Preparedness Coordinator in the Health Department describes the duties and responsibilities in this position. I acknowledge that I have received this job description, and understand that it is not a contract of employment. I am responsible for reading this job description and complying with all job duties, requirements and responsibilities contained herein, and any subsequent revisions.

Is there anything that would keep you from meeting the job duties and requirements as outlined?

Yes\_\_\_\_\_ No\_\_\_\_\_

\_\_\_\_\_  
Applicant/Employee signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Printed Name