

MARION PUBLIC HEALTH

POSITION DESCRIPTION: Public Health Emergency Preparedness Coordinator

MOST RECENT REVISION: May 22, 2019

Position Title: Public Health Emergency Preparedness Coordinator

Employment Status: Full-Time

Civil Service Status: Classified

Pay: Hourly

Reports To: Nursing Director

Normal Hours: 8:00am-4:30pm

FLSA Status: Not Exempt

Hourly Rate Range: \$22.00 - \$29.00

POSITION INTRODUCTION

The Public Health Emergency Preparedness (PHEP) Coordinator is a grant funded position and is responsible for assuring all deliverables tied to the funding source are completed in a timely manner. The PHEP Coordinator will assure that all emergency preparedness plans are completed, kept current, are disseminated, and that staff are appropriately trained with regard to the plans and to appropriate NIMS capabilities to be able to execute the plans in the event of a public health emergency. The PHEP Coordinator is organizationally positioned within the Nursing division and reports directly to the Director of Nursing.

MINIMUM QUALIFICATIONS

- Completion of a bachelor's degree in a related field, plus previous experience in emergency response procedures and protocols, or an equivalent combination of training, education, and/or experience.
- Must have a valid State of Ohio driver's license and remain insurable in accordance with the district's insurance policy.

REQUISITE PROFESSIONAL ATTITUDES:

The following are examples only and are not intended to be all inclusive.

- Willingness to expand one's knowledge base
- Willingness to participate in workforce development
- Willingness to participate in and/or lead agency-wide initiatives, including but not limited to the pursuit of national accreditation and participation in times of public health emergencies
- Willingness to assist staff and the public independent of their race, ethnicity, sexual orientation and/or socioeconomic status.

ESSENTIAL FUNCTIONS OF THE POSITION

- Assumes responsibility for the planning and development of Marion Public Health's Emergency Response Plan
- Assesses county needs and develops emergency response procedures
- Facilitates After Action Reporting (AAR) activities and related quality improvement
- Attends on-going training sessions and meetings related to emergency response
- Reviews, revises, and distributes changes to Marion Public Health's Response Plan to the public, agencies, and officials as necessary.
- Conducts various emergency preparedness education and awareness programs for the public and community organizations (e.g., Fire Department, EMA Agency, Police Department, local businesses, etc.)
- Prepares and distributes education materials

- Receives and responds to questions and inquiries from program participants, the public, the media, etc.
- Assesses emergency response infrastructure needs under the emergency response plan (e.g., IT, computer, communication systems, protective equipment, etc.)
- Researches and evaluates vendor reliability and equipment quality
- Makes purchasing recommendations for equipment and services to be utilized in emergency response incidents
- Ensures that the proper materials and equipment is available for use in emergency response situations.
- Prepares and submits information necessary to maintain funding for health department bioterrorism response activities
- Gathers expenditure and activity data for on-going report requirements
- Reviews information for accuracy and completeness
- Ensures that all reporting information is prepared and submitted in a timely manner.
- Assures 24/7 coverage for emergency response is available through Marion Public Health
- Demonstrates regular and predictable attendance.
- Meets all job safety requirements and all applicable OSHA safety standards that pertain to essential functions.
- Attends meetings, seminars, and conferences, and other job-related training sessions.
- Represents agency in the community.
- Responds to public health emergencies (manmade or natural disasters) or acts of terrorism in accordance with local, state and national response plans using the incident command system.
- Performs any and all other related duties as assigned or directed in order to promote, further, and ensure the effective and efficient operation of Marion Public Health.

ASSOCIATED PUBLIC HEALTH COMPETENCIES:

The following are intended to guide ongoing professional development.

Analytical/Assessment Skills

- Describes factors affecting the health of a community
- Uses quantitative and qualitative data
- Describes assets and resources that can be used for improving the health of a community
- Contributes to assessments of community health status and factors influencing health in a community

Policy Development/Program Planning Skills

- Contributes to community health improvement planning
- Contributes to development of program goals and objectives
- Describes organizational strategic plan
- Gathers information that can inform options for policies, programs, and services
- Describes implications of policies, programs, and services
- Implements policies, programs, and services
- Gathers information for evaluating policies, programs, and services
- Applies strategies for continuous quality improvement

Communication Skills

- Suggests approaches for disseminating public health data and information
- Conveys data and information to professionals and the public using a variety of approaches

- Communicates information to influence behavior and improve health
- Facilitates communication among individuals, groups, and organizations
- Describes the roles of governmental public health, health care, and other partners in improving the health of a community

Cultural Competency Skills

- Describes the ways diversity may influence policies, programs, services, and the health of a community
- Recognizes the contribution of diverse perspectives in developing, implementing, and evaluating policies, programs, and services that affect the health of a community
- Addresses the diversity of individuals and populations when implementing policies, programs, and services that affect the health of a community

Community Dimensions of Practice

- Describes the programs and services provided by governmental and non-governmental organizations to improve the health of a community
- Recognizes relationships that are affecting health in a community
- Suggests relationships that may be needed to improve health in a community
- Supports relationships that improve health in a community
- Collaborates with community partners to improve health in a community
- Engages community members to improve health in a community
- Provides input for developing, implementing, evaluating, and improving policies, programs, and services
- Uses assets and resources to improve health in a community
- Informs the public about policies, programs, and resources that improve health in a community

Public Health Sciences

- Describes the scientific foundation of the field of public health
- Recognizes limitations of evidence
- Describes evidence used in developing, implementing, evaluating, and improving policies, programs, and services

Financial Planning and Management Skills

- Describes the structures, functions, and authorizations of governmental public health programs and organizations
- Describes government agencies with authority to impact the health of a community
- Adheres to organizational policies and procedures
- Contributes to development of program budgets
- Provides information for development of contracts and other agreements for programs and services
- Operates programs within budget
- Uses evaluation results to improve program and organizational performance

Leadership and Systems Thinking Skills

- Incorporates ethical standards of practice into all interactions with individuals, organizations, and communities
- Describes public health as part of a larger inter-related system of organizations that influence the health of populations at local, national, and global levels

- Describes the ways public health, health care, and other organizations can work together or individually to impact the health of a community
- Participates in professional development opportunities

POSITION PERFORMANCE EVALUATION METRICS:

The following are among the metrics that will be used to evaluate the performance of the PHEP Coordinator.

- The Emergency Operation Plan is current.
- Staff are appropriately familiar with the plan.
- Staff have the appropriate levels of NIMS / ICS training.
- Grant deliverables are submitted on or before schedule.
- Marion Public Health is appropriately integrated with other response partners in the community.
- Performance adheres to the Marion Public Health Staff Code of Conduct.

Public Health Preparedness Coordinator

Date

Director, Population Health

Date

Health Commissioner

Date