

POSITION DESCRIPTION COUNTY OF HOWARD, INDIANA

POSITION: PUBLIC HEALTH EMERGENCY PREPAREDNESS COORDINATOR

DEPARTMENT: HEALTH DEPARTMENT

WORK SCHEDULE: M-F, 8:00 AM – 4:00 PM, (AND AS MAY OTHERWISE BE NEEDED)

JOB CATEGORY: PAT--PROFESSIONAL

DATE WRITTEN: 8/25/09

STATUS: Full-time

DATE REVISED: 12/7/10

FLSA STATUS: Exempt

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. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Under general supervision of the Administrator, both reporting to the Health Officer, plans, oversees, implements, and evaluates the programs, activities and services involved in performing internal and external Emergency Preparedness and Nursing operations. The PH Emergency Preparedness Coordinator uses independent judgment while making decisions that influence the aforementioned operations. Acting within the framework of established National, State and local Laws, codes, rules, and guidelines; including Health Department policies and objectives; the PH Emergency Preparedness Coordinator is the agent of the Howard County Health Officer.

DUTIES:

Assists the Health Officer and Administrator in formulating administrative and operational policies and procedures to assure the Howard County Health Department has a viable and effective Mass Hazard Preparedness Plan.

The plan will result in acceptable outcomes in the event a medical emergency presents in the community.

Plans and initiates the training required to insure acceptable outcomes during the deployment of the plan, whether the event is a training exercise or an actual Hazard Event.

Oversees operational functions and procedures identified in the Preparedness Plan during any training or actual event requiring the plan to be deployed.

Reviews, revises, manages and oversees the Health Department's Emergency Preparedness plan and activities.

Plans and initiates Preparedness activities; compiles required and special reports, and prepares recommendations on findings for administrative and Board of Health evaluation.

Effectively schedules the necessary activities required of all health department divisional staff to assure the Howard County Health Department sustains a successful Emergency Preparedness program.

Interprets, implements, and enforces compliance with policies, procedures, and safety regulations during and Preparedness training or Preparedness Event Activities.

Applies principles and techniques of Hazard Preparedness organizational administration; assists with budget development, supervision, and training.

Supervises and coordinates activities of employees during Preparedness training activities or Hazard Event.

Communicates with partners in the community to secure the necessary Memorandums of Understanding (MOU) to secure the required Points of Dispensing (POD) sites for use, during training exercises or actual events which require POD deployment.

Communicates with community partners to facilitate the necessary volunteer staffing, for successful POD deployment, as outlined by the Preparedness Plan.

Inspects operating functions to evaluate efficiency of Preparedness methodology.

Determines Preparedness Division work procedures, prepares work schedules, and expedites work flow; assigns duties and examines work for quality and quantity.

Communicates clearly and concisely, orally and in writing.

Knows "Preparedness" related language and/or jargon.

Assists in selecting appropriate staffing of the Preparedness POD, and trains new personnel.

May advise or assist employees in performing required Preparedness duties.

Conducts staff meetings to discuss operational problems or explain procedural changes.

Investigates, analyzes, and resolves personnel and operational problems or complaints.

Prepares and submits personal work timesheet according to county policy.

May keep time and personnel records.

May authorize requisition of equipment and supplies with approval from the Administrator.

Is capable of using a computer to assist in all phases of accountability.

SKILLS:

Ability to apply common sense understanding to carry out standing orders, instructions, and directives of the Health Officer furnished in written, oral, or graphic form.

Ability to deal with problems involving several concrete variables in standardized Nursing and Hazard Preparedness situations.

Ability to understand and apply knowledge of Preparedness, including all Public Health Nursing Preparedness related functions, and possesses a general understanding of all services delivered by the Howard County Health Department.

Ability to understand and apply basic and complex business functions, such as: budgeting, evaluating, planning, organizing, motivating, and controlling.

Ability to use typing skills and a computer.

Ability to demonstrate effective leadership and supervision of subordinate staff and peers.

Ability to behave as a professional, demonstrating dignity and respect for peers, patients, subordinates, and superiors while exercising calm and control in difficult situations.

Ability to read and comprehend complex instructions, detailed correspondence, memos, laws, codes, rules, policies, procedures and legal briefs.

Ability to write complex correspondence and technical documents.

Ability to effectively present information in one on one, small and large group situations to customers, clients, and other employees of the county.

Ability to add, subtract, multiply, and divide in all units of measure, using whole numbers, common fractions, and decimals.

Ability to compute rate, ratio, and percent and to draw and interpret bar graphs.

Performs any and all other tasks as directed by the Administrator

RESPONSIBILITY: Overseeing and administrating an effective Hazard Preparedness operation as related to Public Health Core Functions.

EDUCATION AND EXPERIENCE: Acceptable Preparedness knowledge and/or experience with comparable experience in lieu of college education. Possession of a Registered Nurse License and Bachelor's degree, from an accredited college or university with major course work in Nursing, Public Health Nursing, or Public Health preferred. Must possess a valid driver's license and have a dependable vehicle.

PERSONAL WORK RELATIONSHIPS: Ability to communicate and interact humanely and tactfully, with dignity, both verbally and in writing. Ability to lead others toward successful attainment of goals and objectives.

The physical demands and work environment described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

PHYSICAL REQUIREMENTS: While performing the duties of this job, the employee is regularly required to sit and talk or hear. The employee is frequently required to walk. The employee must occasionally lift and/or move up to 25 pounds. Specific vision abilities required by this job include close and distance vision, as well as the ability to adjust focus.

WORK ENVIRONMENT: Duties are performed in an office setting, and in the field; both indoors in institutional and occasionally in outdoor, residential, and business settings.

This job description describes the duties and responsibilities for employment in this position. I acknowledge that I have received this job description and understand that it is not a contract of employment, nor is it intended to describe all duties someone in this position may perform. 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

Date