



# Emergency Preparedness Coordinator JOB DESCRIPTION

Job Title: **Emergency Preparedness Coordinator**    Job Code: **PH 250**

Pay Grade: **121**

Effective Date: **May 2012**

FLSA: **Non-Exempt**

Revision Date: **May 2021**

## NATURE OF WORK

Under the supervision of the Community Services Manager, the Public Health Emergency Preparedness Coordinator will assist in planning, organizing, and coordinating activities for public health all-hazard response to emergencies. These activities include developing, writing, and exercising response plans as well as collaborating with outside agencies to prepare for an all-hazard response to public health threats. The coordinator will also coordinate needs assessments and ensure that Lewis County Public Health & Social Services employees are appropriately trained and knowledgeable about response plans. This is a grant-funded position and will remain in effect as grant funds continue.

## ESSENTIAL FUNCTIONS:

*The following duties **ARE NOT** intended to serve as a comprehensive list of all duties performed by all employees in this classification, only a representative summary of the primary duties and responsibilities. Incumbent(s) may not be required to perform all duties listed and may be required to perform additional, position-specific duties.*

- Prepare, update and exercise public health emergency preparedness plans, policies and procedures in accordance with funding requirements.
- Collaborate with other agencies, including but not limited to, local health care providers, Emergency Medical Services (EMS), fire departments, hospitals, law enforcement agencies and emergency management, to maintain and update public health emergency plans and to develop MOUs.
- Facilitate community coordination and collaboration including recruiting, developing relationships with, and maintaining a group of influential and relevant local and state partners and stakeholders to assure a coordinated response to public health emergencies.
- Represent the department in local, regional, and state-level emergency preparedness committees and groups.
- Develop, organize, and coordinate in-house trainings and exercises.
- Prepare a variety of reports related to departmental activities and operations.
- Participate in table-top and functional exercises to test effectiveness of public health emergency response plans as appropriate.
- Communicate regularly with public health manager, co-workers and community partners.
- Promote program through outreach and presentations.
- Write grants as appropriate to the position.
- Assist Public Information Officer in the strategic use of mass and social media to provide public information and support community organizing and, if designated, serve as media liaison within assigned program areas.
- Procure, organize, and create opportunities for public access to educational materials.

**WORKING ENVIRONMENT / PHYSICAL DEMANDS:**

Work is performed in a standard office environment and involves light physical demands and frequent use of a personal computer.

**EMPLOYMENT STANDARDS:**

Bachelor's Degree in Education, Public Health, Nursing, Communications or a closely related field; AND three (3) years' experience working in public health or other related field promoting education, outreach, media campaign, public relations or other comparable experiences to successfully perform duties and responsibilities of classification.

Ability to communicate clearly and concisely, both orally and in writing. Ability to prepare displays for presentation of visual and written materials; ability to work in a team situation with individuals of varying backgrounds; experience with interest-based facilitation; ability to establish and maintain cooperative working relationships with individuals, whether members of the public, co-workers, or community groups, from diverse groups and backgrounds; ability to recruit, train, and supervise volunteers.

Prefer two years of experience coordinating emergency planning, public policy, program planning, public health or resource distribution or military medical experience in planning for or providing contingency medical services.

Must have the ability to travel around the county in the course of daily work, and to work outside normal business hours (i.e., evenings, weekends). Position may require overnight and/or out of state travel.

A valid Driver's License is required. Specific technical training and counseling certifications from the Washington State Department of Health may be required. Must be able to acquire HSEEP certification within 6 months of hire.

**KNOWLEDGE AND SKILLS REQUIRED:**

***Knowledge of:***

- County policies and procedures.
- Applicable policies, procedures, along with state and federal laws and regulations covering public health programs.
- Principles of record keeping and records management.
- Assessing and prioritizing multiple tasks, projects, and demands.
- Business and personal computers, and standard software applications.

***Skills in:***

- Presenting Public Health information to outside agencies and the public.
- Interacting with people of all social, economic, cultural, and ethnic backgrounds.
- Working effectively with others to develop solutions for public health problems.
- Maintaining accurate records.
- Operating a personal computer utilizing standard and specialized software.
- Establishing and maintaining effective working relationships with co-workers, other County employees, and representatives from other City, County, State and Federal agencies.
- Communicating effectively verbally and in writing.