



EMERGENCY PREPAREDNESS COORDINATOR JOB DESCRIPTION

Job Title: Emergency Preparedness Coordinator

Job Code: PH250

Pay Grade: 124

Effective Date: May 2012

FLSA: Non-Exempt

Revision Date: February 2023

NATURE OF WORK

Under limited supervision, the Public Health Emergency Preparedness Coordinator will be responsible for preparing for public health response to emergencies. This will include developing, writing, exercising, and evaluating response plans; collaborating with outside agencies to prepare for and respond to public health threats; and coordinating the responses to public health incidents and disasters. The Coordinator will also conduct needs assessments, develop training plans, and ensure that Lewis County Public Health & Social Services employees are appropriately trained and knowledgeable about response plans.

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, exercise, and implement public health emergency preparedness plans, policies and procedures.
- Assess hazards and keep informed of activities or changes that could affect the likelihood of an emergency, as well as those that could affect response efforts.
- Build and maintain relationships with other agencies, including but not limited to, local health care providers, emergency medical services, fire departments, hospitals, law enforcement agencies, and emergency management, to maintain and update public health emergency plans and to develop agreements.
- Represent the department in local, regional, and state-level emergency preparedness meetings, committees, and groups.
- Participate in county, regional, and statewide exercises to test effectiveness of public health emergency response plans as appropriate.
- Acquire and maintain up-to-date knowledge and competencies in public health, with a focus on public health emergency response activities.
- Participate in and facilitate staff and other meetings.
- Serve as Department's subject matter expert for the Incident Command System (ICS).
- Advise Department executive leadership on procedures and practices to ensure maximal resource and personnel utilization during emergencies; develop proposals to improve Department functions and services.
- Develop, organize, facilitate, and evaluate in-house trainings and exercises.
- Develop after action reports summarizing strengths and areas for improvement.
- Identify and implement improvements based on after action report findings.
- Ensure proper equipment, materials and supplies are available for Department's response activities.
- Promote program through outreach and presentations.
- Assist Public Information Officer in the strategic use of mass and social media to provide public information and, if designated, serve as media liaison within assigned program areas.
- Research and identify grant opportunities; write grant proposals; manage the application process.
- Prepare progress reports for fund or grant applications, and assist in grant management and compliance activities. Review relevant agreements.
- Report for assignment to County or Department Operations Center as instructed during an emergency response; may be required to work extended workdays during a response, including weekends.

WORKING ENVIRONMENT / PHYSICAL DEMANDS:

Work is typically performed in an office work environment; may involve work outside the office which may be noisy and which may involve biohazards. Exposure to communicable diseases is possible. May be required to lift and carry items weighing up to 50 pounds. Moderate physical demands may require frequent sitting, standing, and walking as well as infrequent kneeling, bending, and climbing.

EMPLOYMENT STANDARDS:

Bachelor's degree in education, emergency management, public health, nursing, sciences, social sciences, communications or a closely related field; AND three (3) years of experience working in public health or other related field promoting education, outreach, media campaigns, public relations or other comparable experience 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 as part of a team with individuals of varying backgrounds; experience with interest-based facilitation; ability to establish and maintain cooperative working relationships with individuals, including members of the public, co-workers, and community groups from diverse populations and backgrounds.

Prefer two years of experience in emergency response and preparedness (e.g. coordinating emergency planning, public policy, program planning, public health or resource distribution, or military medical experience in planning for or providing contingency medical services). Prefer experience in project management as well as Master's degree in public health or related field.

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 certifications may be required. Must be able to acquire Homeland Security Exercise and Evaluation Program (HSEEP) certification within 12 months of hire. Must complete Federal Emergency Management Agency IS-100, IS-200, IS-700, and IS-800 courses within 60 days of hire.

KNOWLEDGE AND SKILLS:

Knowledge of:

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

Skills in:

- Drafting and maintaining written plans, policies, and procedures.
- Presenting public health information to outside agencies and the public.
- Conveying very complex scientific and medical terms, regulations, guidelines, and processes both verbally and in writing.

- Working with and providing services to a very diverse community.
- Working effectively with others to develop solutions for public health problems.
- Preparing and producing clear and concise reports, records, and case notes.
- Collaborating with team members in a stressful environment.
- Responding to and managing complex and time-sensitive issues.
- Maintaining accurate records.
- Operating a personal computer utilizing standard and specialized software.
- Establishing and maintaining effective working relationships with internal and external colleagues, partners, clients, and the public, and on occasion managing a situation involving difficult or disruptive customers.
- Communicating professionally and effectively.