

Position Title:	Emergency Preparedness Coordinator				
Working Title:	Same				
Agency Unit:	Health Promotions and Preparedness		Reports to:	Deputy Director of Health Promotions and Preparedness	
Employment Status:	Full Time	Pay Grade:	(\$19.23 - \$26.44 hourly) Bachelors (\$22.60 - \$29.81 hourly) Masters	FLSA Status:	Non-Exempt

Position Summary:

All positions of PPHD will work to support the PPHD mission of "Working together to improve the health, safety, and quality of life for all who live, learn, work, and play in the Panhandle." This position will support the implementation of PPHD strategic plan objectives through collaboration with partners and the community, a commitment to Community Health Improvement, dedication to implementing evidence-based practices, and implementation of the standards and measures of PHAB accreditation.

This position is responsible for planning, implementing, managing, evaluating, and reporting for preparedness programs. Coordinating the Medical Response Corps, acting as the PPHD tabletop, functional, and full-scale exercise coordinator, and providing emergency response technical assistance to partners.

Essential Duties:

The Emergency Preparedness Coordinator will perform the following essential functions within the framework of Panhandle Public Health District's provision of the core functions and essential services of public health:

- Serve on the Preparedness Team.
- Lead emergency response activities to develop and maintain an operational response system in preparation for public health emergencies.
- Attend Local and Regional Emergency Operations Planning meetings.
- Manage projects and provide technical assistance, trainings, and education to partners.
- Lead the volunteer management efforts including coordinating the Panhandle Medical Response Corps.
- Coordinate PPHD Preparedness Exercises and Training.
- Manage projects and provide technical assistance to partners.
- Complete self-motivated tasks and collaborate with teams while prioritizing workload and meeting deadlines.
- Comply with all reporting requirements.
- Actively participate in Performance Management and Quality Improvement activities.
- Participates in PPHD and community emergency response training and drills in support of public health emergency and disaster preparedness.
- Participate in the implementation of the strategic plan as assigned.
- Contribute to the development of program goals and objectives.
- Assumes responsibility for own professional growth and development by pursuing education, participating in professional committees and workgroups, and contributing to a work environment where continual improvements in practice are pursued.
- Performs other duties as assigned.
- Compliance with all PPHD personnel policies and procedures.
- Follow and adhere to all HIPAA and PPHD confidentiality and privacy policies and practices.

Behavior Expectations: Treats others with courtesy and respect in all interactions and abides by PPHD's Guiding Principles.

Minimum Qualifications: RN, LPN, EMT, paramedic or bachelor's degree in public health, health sciences, emergency preparedness, planning or related field. Bachelor's degree in public health, health sciences, emergency preparedness, social work, human services, psychology, criminal justice, nursing, or related field. Considerations will be given to candidates with experience in these or a related field.

Exceptional writing and interpersonal communication skills, computer skills, and demonstrated cultural competence are essential.

Valid driver's license, current certificate of vehicle insurance, and access to reliable transportation to all assigned work locations.

Knowledge, Skills and Abilities: This position will require the following knowledge, skills, and abilities:

- Ability to facilitate processes with diverse groups.
- Apply the principles, practices and theories of public health assessment and planning to health promotion, policy development, and health improvement.
- Communicate effectively and work collaboratively with individuals and groups from a wide variety of backgrounds, interests, and experiences.
- An energetic self-starter who can function comfortably in a team environment and independently and relates well to the public.
- Excellent written, oral, and interpersonal communication skills.
- Delivery of services and education in a culturally sensitive manner.
- Effective presentation of data to address scientific, political, ethical, and social public health issues.
- Flexibility and the ability to manage time and multiple tasks with little supervision.
- Program planning, implementation, and evaluation.
- Demonstrate ability to facilitate processes with diverse groups.
- Advanced computer skills; ability to use databases and spreadsheets, data queries and reports, presentation and publisher software.

Work Environment: General office setting in the PPHD office sites, as well as community sites. Equipment used to perform functions is computer, fax, copier, personal or PPHD vehicle, and public health equipment and supplies. This job may encompass light lifting, standing, walking, being seated for periods of time, possible overtime, driving, some overnight travel, and infrequently working nights and weekends.

Approvals

Name	Title	Date
Name	Title	Date

Name	Title	Date
Name	Title	Date