

Position Title:	Emergency Preparedness Coordinator				
Working Title:	Same				
Agency Unit:	Preparedness		Reports to:	Deputy Director of Health Promotion and Preparedness	
Employment Status:	Full Time	Pay Grade:	\$16.00 to \$28.00 dependent on experience and education	FLSA Status:	Non exempt

Position Summary: This position is responsible for planning, implementing, managing, evaluating, and reporting for preparedness programs, coordinates the Health Care Coalition, conducts disease surveillance, acts as the PPHD tabletop, functional, and full-scale exercise coordinator and provides emergency response technical assistance to partners.

Essential Duties: Performs the following essential functions within the framework of Panhandle Public Health District's provision of the core functions and essential services of public health.

Emergency Preparedness Coordinator duties include:

- Serve on the Preparedness Team
- Lead the Health Care Coalition to develop and maintain an operational healthcare system at the local level able to respond to events that create mass casualties, catastrophic health events, casualties requiring unique care capabilities, or healthcare system emergencies.
- Act as PPHD Preparedness Exercise Coordinator
- Conduct disease investigation
- Manage projects and provide technical assistance to partners.
- Comply with all reporting requirements

Behavior Expectations: Treats other 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. 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.

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

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

- Program planning, implementation and evaluation.
- Project management.
- 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.
- Ability to facilitate processes with diverse groups.
- Excellent written and oral communication skills.

- Advanced computer skills; ability to use databases and spreadsheets, data queries and reports, presentation and publisher software.
- Epidemiology and disease prevention
- Health promotion, behavioral change, group process, community /organizational development theory and techniques; adult learning theory and methods of instruction; public health informatics;
- Quality management theory and techniques.
- Qualitative and quantitative data collection and analysis for the identification of population health status.
- Effective presentation of data to address scientific, political, ethical and social public health issues.

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.