COUNTY OF ERIE
POSITION ANNOUNCEMENT

EQUAL OPPORTUNITY EMPLOYER

POSTING DATE: SEPTEMBER 15, 2017 CLOSING DATE: SEPTEMBER 29, 2017

TITLE: PUBLIC HEALTH GRADE: P-III
PREPAREDNESS COORDINATOR

DEPARTMENT: PUBLIC HEALTH BARGAINING UNIT: NON-BARGAINING

ENTRY RATE: $17.62/HOUR $34,359/YEAR HOURS PER WEEK: 37.5

GRANT EXPIRES 6/30/18 ** GRANT RENEWAL STRONGLY ANTICIPATED

Evening & weekend work may be required. Alternate work schedule will be applied. Must have use of personal vehicle.

PROCEDURE TO APPLY: Please read the County of Erie Job Application Procedures before applying. Those wishing to apply for this position shall submit a County Employment Application and a Bid Form stating their qualifications to the Human Resources Department at the Erie County Court House, Room 501, Erie, PA 16501. Apply Monday - Friday, 8:30 am - 4:00 pm.

APPLICATIONS AND BID FORMS CAN BE DOWNLOADED FROM THE INTERNET BY GOING TO THE ERIE COUNTY WEB SITE AT WWW.ERIECOUNTYPA.GOV AND THEN CLICK ON JOB OPPORTUNITIES. COMPLETED FORMS CAN EITHER BE MAILED TO THE ABOVE ADDRESS OR FAXED TO 814-451-6484.

THE COUNTY OF ERIE IS AN EQUAL OPPORTUNITY EMPLOYER. MEN AND WOMEN OF ALL MINORITY AND NON-MINORITY GROUPS INCLUDING INDIVIDUALS WITH DISABILITIES ARE ENCOURAGED TO APPLY.

DEFINITION OF CLASS:
Responsible for analyzing and assessing needs and developing plans for countywide preparedness and response to bioterrorism, infectious disease outbreaks and other public health emergencies. Participates in the development of plans and builds cooperation and coalitions with other public health and emergency service planners and providers; implements approved plans and is a lead member of the public health
emergency on-call team of responders, as part of the capacity for a 24 hours per day, seven days per week emergency response plan. Assesses training needs, develops emergency response training exercises, and provides training or locates available training providers to satisfy training needs. Develops information and education for release to the public, and makes public presentations; prepares correspondence, records and reports. Performs reporting functions relating to grant requirements within prescribed time frames; develops emergency response plans and other resource materials. Performs duties and fulfills other responsibilities or contractual obligations as assigned. Estimates cost and prepares expense report for exercises, drills, and other preparedness related activities. Participates in disease investigations with the Epidemiologist and Nursing Supervisor. Supervises other staff as assigned during public health emergencies according to corresponding plan.

An individual in this position must be able to work effectively under minimal supervision.

DUTIES AND RESPONSIBILITIES:

• Develop, maintain and update a comprehensive public health emergency response plan that integrates with the Commonwealth Emergency Operations Plan, but is not limited to emergencies caused by bioterrorism, other infectious disease outbreaks, and other public health threats and emergencies.
• Collaborates with public health and public safety staff to assist health care organizations with their plan to receive, store, and distribute the Strategic National Stockpile.
• Assess and implement training needs with special emphasis on emergency department personnel, infectious disease specialists, public health staff and other health care providers.
• Update and maintain contact information and resource listings for individuals, equipment, and supplies needed for emergency operations.
• In conjunction with the ECDH public relations committee, develop a risk communication and information dissemination plan that will educate the public regarding general exposure risks and recommend effective public response to urgent public health emergencies and threats.
• Participate and coordinate conferences, seminars and training exercises on all hazards topics.
• Participate with and serve on emergency response/public health preparedness committees, councils and associations.
• Develop local health department preparedness and response plan that is integrated with and supports plans of other local agencies (including, but not limited to, police and fire departments, EMS, EMA, hospitals and schools).
• Expand capacity for public health emergency preparedness and response through the development of current public health infrastructure including enhanced staff involvement.
• Organizes and leads specific projects or programs developed by the PADOH, to achieve CDC goals, objectives, and required critical tasks in a manner consistent with the PADOH Strategic Preparedness Plan, and ECDH All-Hazards Plan.
• Liaison with Health Department divisions to assist with the incorporation of public health preparedness concepts and activities in the daily duties.
• The above statements reflect the general details considered necessary to describe the principal functions of the job and shall not be considered as a detailed description of all the work requirements that may be inherent in the job.

KNOWLEDGE, SKILLS AND ABILITIES:
• Knowledge of the principles, practices, and methods used in emergency preparedness and response planning.
• Knowledge of disease processes biological agents and their health effects.
• Ability to analyze and assess capacity and gaps for a countywide emergency response plan.
• Ability to develop and implement an emergency response plan with all preparedness partners.
• Ability to coordinate the development of plans and build cooperation with public health staff, emergency service planners, providers, and community organizations.
• Ability to establish and maintain effective working relationships with public health staff, emergency response planners, providers, community organizations, and the general public.
• Ability to communicate effectively, orally and in writing; ability to prepare and maintain detailed and clear plans, records and reports.
• Serve as the preparedness liaison to the ECDH public relations committee and participate in committee activity.
• Ability to develop and present risk communication information to the public relations committee.
• Ability to proficiently operate personal computers and related software, including word processing, databases, spreadsheets, etc.
• Ability to develop and participate in public health emergency response training exercises.
• Ability to supervise emergency response staff during events as described in appropriate response plans.
• Ability to satisfy requirements for 24/7 on-call status.
• Ability to function independently with little supervision.

MINIMUM REQUIREMENTS/QUALIFICATIONS:
• Baccalaureate degree in nursing, environmental or public health, or a related field plus 4 years’ experience in public health, public safety or planning.
• Must complete Homeland Security Exercise and Evaluation Program (HSEEP) certification within one year of hire.
• Possession of a valid automobile operator's license.

NECESSARY SPECIAL REQUIREMENTS:
• Access to a vehicle on a 24/7 basis.

CONDITION OF EMPLOYMENT:
The selected candidate will be **pre-employment required** to obtain, at their own expense, 3 forms of clearance, including PA State Police Criminal History Record Check; PA Child Abuse History; and FBI Criminal History Background Check including fingerprinting. **This pre-employment requirement applies to all County employees exercising their bumping rights.**