**Position: Preparedness Coordinator**

**Benefits: Part-time**

**During Any of the following hours:**

**Mon, Tue, Thur, Fri, 8:00 am - 5:00 pm, Wednesday 8:00 am - 12:00pm**

**JOB SUMMARY**

The Public Health Emergency Preparedness Coordinator will assist in planning, organizing, and coordinating activities for Public Health response to all hazard emergencies. These activities include education, communication, and collaborative efforts to prepare for an all hazard response to emergencies, infectious disease outbreaks, and other public health threats. This individual will also assist in coordinating needs assessments, plan development, staff development and training, and response efforts for disease outbreaks or all hazard events.

**ESSENTIAL DUTIES, TASKS AND ACCOUNTABILITIES**

Promote and align within the Carroll County Health Department the public health preparedness capabilities and performance measures as defined by the CDC Centers for Disease Control and Prevention. Coordinate the development and implementation of Carroll County Health Department preparedness and response plans to ensure they are integrated with and support the plans of other local agencies. Prepare, update, and exercise public health emergency preparedness plans, policies and procedures in accordance with state and federal guidance. Assess department-wide preparedness training needs and coordinate opportunities to ensure all staff are aware of and prepared for their roles during emergencies. Respond to emergency incidents and disasters within an emergency operations center or field operations environment as directed. Represent the department in emergency management meetings at the local, regional, state and federal levels; work cooperatively with County departments, other disciplines and jurisdictions to enhance coordination and improve emergency response capabilities. Able to acquire certification and trainings for NIMMS,, IHAN, WEB EOC and any other trainings and certifications needed to pursue this position. Identify areas of collaboration between Public Health and local emergency management agencies, which may include community-based organizations, healthcare system partners, first responders, businesses, critical infrastructure, and other organizations. Coordinate with community partners to refine and initiate new strategies to address preparedness, response, and recovery needs. Gain commitment and support to enhance collaboration among various internal and external partners to build resilience within the Preparedness Program, negotiating agreements as necessary. Assist in preparedness budget planning, duties may include the development of budget forecasts, leveraging of resources to maximize effectiveness, and the seeking of new resources to fill identified gaps. Monitor and evaluate the Preparedness program for efficiency, cost effectiveness and compliance Collect, maintain, and report data. Assist in writing, reviewing, and submitting reports to local, state, and federal levels as required by grants, county, state or federal administrators. Perform other duties, tasks and special projects, as required. Keep inventories of necessary equipment and supplies needed for Carroll County Preparedness program.

**SUPERVISION**

1. SUPERVISED BY: Health Officer & Board of Health
2. LEADS/GUIDES: Health Department Staff

**JOB SPECIFICATIONS**

1. EDUCATION
   1. Required: High School Diploma/ GED or Equivalent;
2. EXPERIENCE
   1. Experience in organization skills, and working well with other organizations.
   2. Desired: Experience in public health, management, and/or leadership
3. LICENSES, CERTIFICATIONS, AND/OR REGISTRATIONS
   1. Valid Drivers’ License
4. EQUIPMENT/TOOLS/WORK AIDS
   1. Computer and printer equipment
   2. Fax machine
   3. Copy machine
   4. Personal vehicle

E. SPECIALIZED KNOWLEDGE AND SKILLS

1. Computer skills
2. Information gathering skills
3. Documenting and record keeping skills
4. Ability to design spreadsheets, and other departmental forms
5. Public speaking skills
6. NIMMS Training
7. IHAN Training
8. WEB EOC Training
9. Verbal communication skills
10. Critical thinking skills
11. Active listening skills
12. Reading comprehension skills
13. Monitoring skills
14. PERSONAL TRAITS, QUALITIES, AND APTITUDES
    1. Must be able to perform a variety of duties often changing from one task to another of a different nature without loss of efficiency or composure; accept responsibility for the direction, control, and planning of an activity; make evaluations and decisions based on measureable or verifiable criteria; work independently; relate to others in a manner that creates a sense of teamwork and cooperation; communicate effectively with people from every socioeconomic background.
15. WORKING CONDITIONS
    1. Inside environment when working in the office
    2. Travel using personal vehicle to conferences, meetings, and educational offerings
    3. Temperature extremes in the event of public health emergency
    4. Variable noise levels
    5. Also subject to rapid pace, multiple stimuli, unpredictable environment, and critical situations in event of a public health emergency
16. PHYSICAL DEMANDS/TRAITS
    1. Must be able to: perceive the nature of sounds by the ear; express or exchange ideas by means of the spoken work; perceive characteristics of objects through the eyes; extend arms and hands in any direction; seize, hold, grasp, turn, or otherwise work with attributes of objects or materials as size, shape, temperature, or texture; identify, match, and distinguish colors; and stoop or kneel. Periods of continuous standing or walking. Rare lifting greater than 25 pounds.