

Boone County Government

Position Title: Public Health Preparedness Coordinator

Reports To: Director of Environmental Health/Department Administrator

Status: Non-Exempt Part-time

Effective Date: May 2011 Revised: May 2016, November 2018

To perform this position successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed in this document are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Position Summary:

The purpose of this position is to perform specialized work functions for the Boone County Health Department to meet its obligations as a supporting agency for All-Hazards response and the lead agency under Emergency Support Function #8 (ESF8) in the Boone County Emergency Management Plan.

Essential Duties and Responsibilities:

Prepares proposals and reports for grant support of public health preparedness. Executes grant requirements and deliverables. Manages expenses for the Indiana State Department of Health (ISDH) preparedness grant and other grant awards.

Develops and maintains surveys, assessments, plans, standard operating procedures, and mutual aid agreements related to public health preparedness and as required by the Boone County Health Department and Indiana State Department of Health.

Develops and conducts routine & special trainings for Health Department staff and ESF8 partners on emergency preparedness and response.

Interacts with ISDH field staff, monitors ISDH web site for updates, reviews correspondences and routes to appropriate staff.

Attends county-wide and district-wide public health planning meetings and provides appropriate reports.

Coordinates all Emergency Support Function 8 activities with local, district and state partners.

Develops and maintains relationships with other local agencies and organizations that will have response duties during a public health emergency.

Orders and maintains supplies and equipment needed for emergency public health response.

Develops Standard Operating Procedures for staff and volunteers who will be assigned to duties during a public health emergency.

Cross trains with other staff for various emergency response duties such as data management, clinic operation, field investigation, environmental health, and risk communication.

Performs other related duties as required.

Additional Duties:

May serve as Public Information Officer or subject matter expert.

May perform other office duties as needed.

Key Performance Standards:

Prepares and submits grants for public funds based on established criteria and timing.

Develops accurate and timely training sessions, as needed.

Submits documents, as requested, for review by Indiana State Department of Health and/or Center for Disease Control and Prevention.

Position Qualifications:

A degree from an accredited college or university with major course work in health sciences, public health, or related field; or any combination of education and experience that would provide the required knowledge and abilities. Must possess a valid Indiana driver's license

Ability to obtain and maintain all National Incident Management System (NIMS) certifications required.

Ability to obtain and maintain Homeland Security Exercise and Evaluation Program (HSEEP) certification.

Ability to obtain and maintain Cardiopulmonary Resuscitation (CPR) and First Aid certification.

Ability to work afterhours, occasional weekend hours, and travel out of town for meetings/conferences with occasional overnight stay.

ADA Compliance:

Physical Ability: Tasks require the ability to exert moderate, though not constant physical effort, typically involving some combination of climbing and balancing, stooping, kneeling, crouching, and crawling, and which may involve some lifting, carrying, pushing and/or pulling of objects and materials of moderate weight (12-20 pounds) to heavy weight (50 – 100 pounds).

Environmental Factors: Performance of essential functions may require exposure to adverse environmental conditions, such as dirt, dust, mold, odors, wetness, fumes, noise extremes, machinery, electric currents, toxic agents, violence, disease, biological weapons, radiological weapons, chemical weapons, or pathogenic substances.

Applicant/Employee Acknowledgement:

The job description for the position of *Preparedness Liaison, Boone County Health Department* describes the duties and responsibilities for employment in this position. I acknowledge that I have received this job description, and understand that it is not a contract of employment. I am responsible for reading this job description and complying with all job duties, requirements and responsibilities contained herein, and any subsequent revisions.

Is there anything that would keep you from meeting the job duties and requirements as outlined?

Yes____ No____

Applicant/Employee Signature:

Boone County, Indiana, is an Equal Opportunity Employer. In compliance with the Americans with Disabilities Act, the County will provide reasonable accommodations to qualified individuals with disabilities and encourages both prospective and current employees to discuss potential accommodations with the employer.