

**TITLE:** Public Health Emergency Preparedness Coordinator

**REPORTS TO:** Director of Environmental Health

### **QUALIFICATIONS**

1. Requires an associates degree or higher.
2. Has the ability to present ideas effectively, both orally and in writing.
3. Possesses ability to use personal computer, specialized software, and recording equipment, copier and facsimile machine.
4. Demonstrates good organization and public relations skills.
5. Possesses and maintains current CPR certification.
6. Possesses and maintains good physical stamina and mental health.
7. Must be a licensed driver with an automobile that is insured and is in good working condition. Proof of current automobile insurance coverage required.

### **SUMMARY OF JOB RESPONSIBILITIES**

The Emergency Preparedness Coordinator performs related functions such as development and maintenance of the public health emergency preparedness plan. Assesses in Public Health Emergency Preparedness educational needs as well as plans, develops, and implements education and training for staff. Works closely with State and Local Emergency Management personnel, hospitals, medical providers, law enforcement, fire protection personnel, pharmacists, veterinarians, coroners, and community based organizations. Direct supervision of program staff may occur during an actual event. Emergency Preparedness Coordinator ensures compliance pertaining to standards and procedures of the Public Health Emergency Preparedness (PHEP) grant. Conducts training for staff in the use of the equipment, establishes procedural methods, manual instructions and other office and exercise actions. Emergency Preparedness Coordinator is responsible for program development, implementation, analysis, and evaluation as well as reporting of public health emergencies within the public health department.

### **RESPONSIBILITIES AND DUTIES**

1. Prioritize and determine the resource elements, tasks, and functions of the 15 applicable PHEP Capabilities National Standards and ensures that all activities meet state requirements including annual exercise, planning, training and drills.
2. Evaluates and updates the Hazard Vulnerability Jurisdictional Risk Assessment (HVA).

3. Conducts an annual self-assessment of the status of PHEP capabilities and resource elements utilizing the Capability Planning Guide (CPG) module in the Comprehensive Emergency Management Program (CEMP).
4. Sustain and build the public health capacity based on the Centers for Disease Control Prevention (CDC) Public Health Preparedness (PHP) Capabilities.
5. Previews various educational materials, visual aids, pamphlets and other techniques in order to determine their effectiveness.
6. Updates the PHEP Strategic Plan and submits all required quarterly reports, drills and other documentation to the Illinois Department of Public Health (IDPH) Emergency Response Coordinator (ERC).
7. Completes and maintains the Local Technical Assistance Review (LTAR) as required by Illinois Department of Public Health.
8. Performs other duties as assigned.

### **WORKING CONDITIONS**

1. General office environment.
2. Community environment.
3. Exposure to infectious disease.
4. Public and School establishments.
5. Public and private property areas.
6. In and out of automobile.

### **CONTINUING EDUCATION REQUIREMENTS**

Agency personnel are expected to participate in appropriate continuing education as may be requested and/or required by their immediate supervisor. All agency personnel must attend mandatory educational programs.

Ford County Public Health Department

Job Descriptions

Policy No.:

**PHYSICAL REQUIREMENTS**

1. In an eight (8) hour work day (circle one):

a. sit 0 1 2 3 4 5 6 7 8 hours

b. stand 0 1 2 3 4 5 6 7 8 hours

c. walk 0 1 2 3 4 5 6 7 8 hours

2. Job requires:

	0% None	1-33% Occasionally	34-66% Frequently	67-100% Continuously
a. squatting		X		
b. bending		X		
c. kneeling		X		
d. reaching		X		
e. twisting		X		
f. crawling	X			
g. climbing	X			
h. walking on rough ground	X			
i. exposure to changes of temperature or humidity		X		
j. exposure to dust, fumes, or gases		X		
k. being near moving equip		X		
l. working from heights		X		