



Position Description

Position Title:	Preparedness Coordinator	Position #:	822
Working Title:	Preparedness Coordinator	CS Status:	Classified
Division or Unit:	Environmental Health	Reports to:	Director of OPHI
Employment Status:	Full Time	Pay Grade:	R5
Funding Source:	EH General Fund, PHEP		
This position description was last approved by the Board of Health on:		April 29, 2019	

Position Summary: Supports the daily operations for public health emergency response, planning, and preparedness for the agency. Assist program planning for preparedness and response related to public health emergencies. Serves as the agency Public Information Officer. Assists in communication efforts related to interoperable communications between agencies, social media, and other means. Responsible for maintaining agency emergency response plans, training staff on the same. Responsible for assuring various grant deliverables are met for the Public Health Emergency Preparedness grant (PHEP) and other funding sources as well as compliance with standards related to public health emergency response capabilities.

Essential Duties and Responsibilities:

- 70% Maintain Public Health Emergency Response plans. Provide staff training. Assuring compliance with public health emergency response capabilities. Working with other local, state, and federal partners to assure public health response readiness. Attend planning meetings and maintain documentation of activities and plans. Maintain Health Alert Network database.
- 10% Maintain capability for interoperable communications via phone, radio, text message, and other means with agency staff, local partners, state partners, and federal partners to support emergency response operations.
- 15% Maintain agency Facebook and Twitter accounts. Develop and post approved messages on social media sites. Serve as department Public Information Officer.
- 5% Perform other duties as assigned to support the operations of the agency.

Other Duties and Responsibilities:

- Serve on various agency workgroups and committees as assigned. Responsible for leading the agency Safety Committee.

Minimum Qualifications:

- Must possess a bachelor’s degree in public health, science, or emergency management.
- Minimum of two years working for a governmental public health agency or similar experience in emergency management.
- Valid Ohio driver’s license.

Preferred Qualifications:

- Possess certificates in National Incident Management System (NIMS) in the following emergency planning courses: ICS 100, ICS 200, ICS 300, ICS 400, ICS 700, ICS 800.

Minimum Credentials:

- The following credentials must be acquired and maintained. These credentials are not required upon initial hire but are required to be acquired after hiring within 9 months. Certificates in National Incident Management System (NIMS) in the following emergency planning courses: ICS 100, ICS 200, ICS 300, ICS 400, ICS 700, ICS 800.

Key Competencies: The following Council on Linkages Core Competencies (Adopted June 2014) for this position include:

Analytical and Assessment Skills:

- Applies ethical principles in assessing, collecting, analyzing, using, maintaining, and disseminating data and information (1A3).
- Uses information technology in accessing, collecting, analyzing, using, maintaining, and disseminating data and information (1A4).

Policy Development and Program Planning Skills:

- Contributes to the development of program goals and objectives (2A2).
- Contributes to the implementation of organizational strategic plan (2A4).
- Implements policies, programs, and services (2A8).
- Write and maintain Emergency Operation Plan (EOP) and corresponding Annexes, Appendices, Standard Operating Guides (SOGs), and Job Action Sheets (JAS) to ensure National Incident Management System (NIMS) compliance.
- Develop protocols to assure a coordinated agency response for public health emergencies. Work closely with Leadership and all Health Department staff to assure they are trained to respond to emergencies.
- Identify points of dispensing/PODs (open and closed) in Stark County and conduct necessary site assessments and associated planning.
- Maintain appropriate records, inventory, and oversight of all public health preparedness equipment, supplies, and plans.
- Applies strategies for continuous quality improvement (2A11).
- Describes how public health informatics is used in developing, implementing, evaluating, and improving policies, programs, and services (e.g., integrated data systems, electronic reporting, knowledge management systems, geographic information systems) (2A12).

Communication Skills:

- Communicates in writing and orally with linguistic and cultural proficiency (e.g., using age-appropriate materials, incorporating images) (3A2).
- Facilitates communication among individuals, groups, and organizations (3A7).
- Identifies the literacy of populations served (e.g., ability to obtain, interpret, and use health and other information; social media literacy) (3A1).

Cultural Competency Skills:

- Describes the concept of diversity as it applies to individuals and populations (e.g., language, culture, values, socioeconomic status, geography, education, race, gender, age, ethnicity, sexual orientation, profession, religious affiliation, mental and physical abilities, historical experiences) (4A1).
- Describes the diversity of individuals and populations in a community (4A2).
- Addresses the diversity of individuals and populations when implementing policies, programs, and services that affect the health of a community (4A5).
- Support public health actions that are relevant to the affected community.

Community Dimensions of Practice Skills:

- Maintains awareness of the programs and services provided by government and non-governmental organizations to improve the health of a community (5A1).

- Provides input for developing, implementing, evaluating, and improving policies, programs, and services (5A7).
- Develop and implement annual training and exercise plan, track drills, and create After Action Reports and Corrective Action Plans.
- Plan, control, and evaluate exercises using HSEEP.
- Work with Leadership to maintain the agency Continuity of Operations Plan (COOP).
- Maintain systems (e.g., OPHAN, OPHCS) as determined by the state or grant deliverables.
- Collaborates with community partners to improve health in a community (e.g., participates in committees, shares data and information, connects people to resources) (5A5).
- Provide epidemiologic input into epidemiologic studies, public health programs, and community public health planning processes.

Public Health Sciences Skills:

- Identifies prominent events in the history of public health (e.g., smallpox eradication, development of vaccinations, infectious disease control, safe drinking water, emphasis on hygiene and hand washing, access to health care for people with disabilities) (6A2).
- Describes how public health sciences (e.g., biostatistics, epidemiology, environmental health sciences, health services administration, social and behavioral sciences, and public health informatics) are used in the delivery of the 10 Essential Public Health Services (6A3).
- Retrieves evidence (e.g., research findings, case reports, community surveys) from print and electronic sources (e.g., PubMed, Journal of Public Health Management and Practice, Morbidity and Mortality Weekly Report, The World Health Report) to support decision making (6A4).
- Know how causes of disease affect epidemiologic practice.
- Identify the role of laboratory resources in epidemiologic activities.
- Prepare written and oral reports and presentations that communicate necessary information to agency staff.
- Knowledge of National Incident Management System (NIMS), Incident Command System (ICS), and of Federal, State and Local laws, codes, and regulations as they relate to preparedness and public health.
- Knowledge of county-wide, and state emergency response structures.

Financial Planning and Management Skills:

- Adheres to organizational policies and procedures (7A3).
- Motivates colleagues for the purpose of achieving program and organizational goals (e.g., participating in teams, encouraging sharing of ideas, respecting different points of view) (7A11).
- Describes how teams help achieve program and organizational goals (e.g., the value of different disciplines, sectors, skills, experiences, and perspectives; scope of work and timeline) (7A10).

Leadership and Systems Thinking Skills:

- Incorporates ethical standards of practice into all interactions with individuals, organizations, and communities (8A1).
- Describes needs for professional development (e.g., training, mentoring, peer advising, coaching) (8A6) and participates in professional development opportunities (8A7).

- Describes ways to improve individual and program performance (8A9).
- Ability to work independently and as part of a team.
- Ability to get along well with others in stressful situations and provide leadership.

Canton City Health District has adopted Organizational Competencies that all employees are expected to achieve, of which the following are for this position:

- Customer Focus
- Accountability
- Equity, Ethics and Fairness
- Continuous Quality Improvement
- Occupational Health and Safety
- Emergency Preparedness

The following additional competencies skills apply to this position:

- Plans, trains, and responds to public health emergencies using principals of the Incident Command System (ICS). Participates in public health emergency response exercises. Completes appropriate training to ensure NIMS compliance as required. Ability to work irregular work schedule to include, but not limited to nights, weekends, and Holidays during such emergencies.
- Keeps current with technological advances and workplace innovations that support job functions.
- Performs responsibilities in a timely, thorough, and consistent manner.
- Maintains a good attendance record; be prompt and punctual to the work site.
- Adheres to all Canton City Public Health policies and procedures.
- Ability to work in a dynamic environment that is subject to frequent changes in priorities and goals.

Work Environment:

- While performing the duties of this job, the employee is regularly required to sit; use hands to finger, handle, or feel; reach with hands and arms; and talk or hear. Specific vision abilities required by this job include close vision, depth perception, and the ability to adjust focus. This job requires occasional lifting of 25 to 40 pounds.
- The noise level in the work environment is usually moderate.
- There may be:
 - Occasional exposure to blood, bodily fluids, and tissue.
 - Occasional exposure to unruly children and/or adults.
 - Occasional operation of a vehicle in inclement weather.

NOTE: The above lists are not ranked in order of importance.

Approval:

This position description was approved by the Board of Health on:

April 29, 2019

Revision History:

Dates of prior approved versions:



Position Description

Canton City Public Health
FINAL

Employee Statement:

I hereby acknowledge that I have received a copy of this position description on this date.

Employee Signature

Date

Printed Name