

POSITION DESCRIPTION
COUNTY OF FRANKLIN, INDIANA

POSITION: Public Health Emergency Preparedness Coordinator
DEPARTMENT: Health
WORK SCHEDULE: 8:30 a.m. - 4:00 p.m. M-F (up to 28 hours per week)
JOB CATEGORY:

DATE WRITTEN: January 2024
DATE REVISED:

STATUS: Part-time
FLSA STATUS:

To perform this position successfully, an individual must be able to perform each essential function of the position satisfactorily. The requirements listed in this document are representative of the knowledge, skill, and/or ability required. Franklin County provides reasonable accommodations to qualified employees and applicants with known disabilities who require accommodation to complete the application process or perform essential functions of the job, unless those accommodations would present an undue hardship.

Incumbent serves as Public Health Emergency Preparedness Coordinator for the Health Department, preparing and managing the public health emergency preparedness plans and procedures, crisis management activities and training. Keeps Health Department staff aware of any threats that may be occurring and prepares to act if necessary. Develops volunteer roster, doing periodic volunteer phone/text/email drills and creates and holds periodic meetings with both Health Department staff and volunteers to ensure they are up to date on training for various health emergencies.

Duties:

- **Coordination/Training:** Prepares staff and volunteers for emergency roles, supports the development of policies and protocols for emergency staffing and redeployments for public health and other staff. Determines and coordinates training, workflows, organization, and equipment for the Emergency Operations Center. Manages training activities; organizes emergency response training for staff, volunteers, and other responders. Facilitates presentations to community and establishes and maintains positive relationships with the public. Manages carrying out drills and exercises, including but not limited to call down drills and emergency preparedness exercises and activities.
- **Planning:** Performs planning, development, and implementation of emergency preparedness initiatives. Develops and performs tests and evaluation of emergency management plans according to state and federal guidelines. Keeps informed of activities or changes that could affect the likelihood of an emergency, as well as those that could affect response efforts and details of plan implementation. Assesses hazards and prepares plans to respond to emergencies and disasters in order to minimize risk to people and property.
- **Disaster Preparedness, Response, and Management:** Creates emergency plans and procedures. Provides disaster preparedness training. Coordinates disaster response or crisis management activities such as opening shelters, special needs programs, and evacuation. Coordinates the sharing of resources and equipment within and across communities to assist in responding to an emergency. Manages emergency staffing deployments, from the initial request through close-out, including identifying areas for improvement. Coordinates planning and response operations for points of dispensing/vaccination and medical countermeasure distribution. May provide support for mass casualty and mass fatality response, and other emergency response operations throughout area, in alignment with agency's scope of authority and responsibilities.
- **Communication/Documentation:** Directs communication to appropriate agencies and media outlets. Prepares emergency situation status reports that describe response and recovery efforts, needs, and preliminary damage assessments. Completes and maintains preparedness and response documents including complex plans, operations center start-up manuals, and playbooks.
- **Budget:** Manages program budget. In conjunction with Grant Coordinator applies for federal funding for emergency management planning, responses, and recovery, and reports on the use of funds allocated.
- **Compliance/Quality Assurance:** Directs staff in quality assurance efforts and compliance to guidelines.
- **Facilities:** Inspects equipment and facilities to determine their operational and functional capabilities.

- **Advising:** Advises Health Department leadership on procedures and practices to ensure maximal resource and personnel utilization during emergencies. Conducts informational meetings and necessary trainings for Health Department staff.
- **Relationships with Governmental Agencies and Community Partners:** Attends meetings and trainings of Indiana Department of Health Public Health Emergency Preparedness District 9 coordinators, and any other organizations deemed appropriate, and participates in any trainings, developmental and practical drills. Develops and maintains liaisons with municipalities, county departments, and similar entities to facilitate plan development, response effort coordination, and exchanges of personnel and equipment. Collaborates and works with community health, social service, and emergency response partners to build and maintain relationships that enhance delivery of health and emergency response activities in the County. Strengthens partnerships with external partners and volunteer agencies to fulfill a variety of emergency staffing needs.
- **Reporting:** Prepares, reports, and maintains activities and data related to grants through applicable software applications.

JOB REQUIREMENTS:

- **Minimum Qualifications:** High School Diploma with experience in emergency services, bachelor's degree in public health, emergency management, sciences, social sciences, communications/English, or related fields from an accredited college or university AND five years of experience preferred. Documented experience in emergency response and preparedness. Documented experience in project management. Master's degree in public health or related field preferred. Professional Emergency Managers (PEM) Certification (earned or to be obtained within specified period of time on the job).
- **Knowledge:** Knowledge of relevant equipment, policies, procedures, and strategies to promote effective local, state, or national security operations for the protection of people, data, property, and institutions. Operational knowledge of MS Word, Power Point, Access, and Excel. Knowledge of laws, legal codes, court procedures, precedents, government regulations, executive orders, agency rules, and the democratic political process. Knowledge of media production, communication, and dissemination techniques and methods. Training in climate change/sustainability/climate adaptation, Chemical, Biological, Radiological, Nuclear, and high yield Explosives (CBRNE), environmental health, social determinants of health.
- **Skills:** Good organizational and planning skills, good presentation skills utilizing current technology, good leadership skills to promote a Public Health response to disasters. Excellent verbal and written skills. Attention to detail. Strong interpersonal skills. Management and finance skills. Experience in law enforcement, EMS or fire service preferred.
- **Abilities:** Able to use independent judgment and discretion to make decisions affecting the program and staff as it relates to program operations/services. Able to solve problems under emergency conditions; manage behaviors associated with emotional responses in self and others; facilitate collaboration with internal and external emergency response partners; maintain situational awareness; demonstrate respect for all persons and cultures; act within the scope of one's legal authority. Able to manage information related to an emergency; use principles of crisis and risk communication; report information potentially relevant to the identification and control of an emergency through the chain of command, collect data according to protocol, manage the recording and/or transcription of data according to protocol. Able to contribute expertise to a community hazard vulnerability analysis (HVA); contribute expertise to the development of emergency plans; participate in improving the organization's capacities (including, but not limited to programs, plans, policies, laws, and workforce training); refer matters outside of one's scope of legal authority through the chain of command. Ability to form community partnerships. Ability to communicate quickly and concisely in an understandable manner. Ability to focus on task, yet maintain a long view. Ability to maintain personal/family emergency preparedness plans; employ protective behaviors according to changing conditions, personal limitations, and threats; report unresolved threats to physical and mental health through the chain of command.
- **Licenses/Certifications:** Completion of National Incident Management System (NIMS), Incident Command Courses: 100, 200, 700, & 800. Current certification in HSEEP (Homeland Security Exercise and Evaluation Program) preferred. Certification as an Emergency Manager/ Professional Emergency Manager (PEM) through

state-specific Professional Emergency Management organization or FEMA/IAEM preferred; candidates expected to earn PEM Certification within a specific time frame from hiring. HIPAA Certification.

- ***Physical Requirements:*** This is partly a sedentary role, with most of the duties performed on a computer and phone. This role routinely uses standard office equipment such as computers, phones, photocopiers, and filing cabinets. Desk and workspaces are able to accommodate a wheelchair. On some occasions or in the event of a public health emergency, this position may be required to work evening and/or weekend clinics as assigned.
- ***Availability:*** Ability to regularly work extended hours, weekends, and evenings, travel out of town, sometimes overnight, and respond to emergencies on a 24-hour basis and occasionally serve on call on a rotation basis. May attend trainings and meetings in and out of state. Possession of a valid driver's license and demonstrated safe driving record.

DIFFICULTY OF WORK:

Assignments are guided by broad policies and/or general objectives. Incumbent establishes administrative/departmental policies, procedures, and performance standards in conjunction with the Health Department Administrator, and is accountable for division results.

RESPONSIBILITY:

Incumbent, Health Department Administrator, Health Officer, and Health Board develop objectives for areas of responsibility and monitor program site for compliance with local and state guidelines governing referring to Health Department Administrator, Health Officer, Health Board, or Indiana Department of Health regional Public Health Emergency Preparedness Coordinator for concerns, anything out of the ordinary, etc.. Work is periodically reviewed for attainment of objectives, appropriate direction of assigned operations, compliance with legal requirements, and effect on department goals/objectives.

PERSONAL WORK RELATIONSHIPS:

Incumbent maintains work relationships with co-workers, other county departments, various private organizations, Red Cross, and the public for the purpose of giving and receiving information, rendering service, teaching subject matter, exchanging ideas, and mentoring individuals.

Incumbent reports to Health Board, Health Officer, and Health Administrator.

PHYSICAL EFFORT AND WORK ENVIRONMENT:

Incumbent duties may include a variety of settings, including grantee's location, classrooms, conferences, and others. May also include assisting other divisions with events at other sites.

This assistance may include being in noisy environments, lifting/carrying objects weighing over 50 pounds, pushing/pulling objects, handling/grasping objects, bending/reaching, crouching/kneeling, close/far vision, color/depth perception, speaking clearly, and hearing sounds/communication. Safety precautions must be taken while working in the field, including wearing protective clothing and equipment. Incumbent may be exposed to potentially irate/hostile individuals.