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| **Position Title:** | Emergency Preparedness Coordinator |
| **Working Title:** | Same |
| **Agency Unit:** | Preparedness | **Reports to:** | Deputy Director of Health Promotion and Preparedness |
| **Employment Status:** | Full-Time | **Pay Grade:** | ($18.27 - $25.48) Bachelors($21.63 - $28.84) Masters | **FLSA Status:** | Non-Exempt |

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| **Position Summary:** | All positions of PPHD will work to support the PPHD mission of "Working together to improve the health, safety, and quality of life for all who live, learn, work, and play in the Panhandle." This position will support the implementation of PPHD strategic plan objectives through collaboration with partners and the community, a commitment to Community Health Improvement, dedication to implementing evidence-based practices, and implementation of the standards and measures of PHAB accreditation.This position is responsible for planning, implementing, managing, evaluating, and reporting for preparedness programs. Coordinating the Health Care Coalitions and Medical Response Corps, conducting disease surveillance, acting as the PPHD tabletop, functional, and full-scale exercise coordinator, and providing emergency response technical assistance to partners.  |
| **Essential Duties:** | The Emergency Preparedness Coordinator will perform the following essential functions within the framework of Panhandle Public Health District’s provision of the core functions and essential services of public health:* Serve on the Preparedness Team
* Build relationships with partners to help strengthen preparedness to serve our communities better.
* Coordinate the Health Care Coalition to develop and maintain an operational healthcare system at the local level able to respond to events that create mass casualties, catastrophic health events, casualties requiring unique care capabilities, or healthcare system emergencies.
* Coordinate the Panhandle Medical Response Corps.
* Coordinate PPHD Preparedness Exercises and Training.
* Attend Local and Regional Emergency Operations Planning meetings.
* Conduct disease investigation, following protocols and procedures.
* Manage projects and provide technical assistance to partners.
* Complete self-motivated tasks and collaborate with teams while prioritizing workload and meeting deadlines.
* Comply with all reporting requirements.
* Actively participate in Performance Management and Quality Improvement activities.
* Participates in PPHD and community emergency response training and drills in support of public health emergency and disaster preparedness.
* Participate in the implementation of the strategic plan as assigned.
* Contribute to the development of program goals and objectives.
* Assumes responsibility for own professional growth and development by pursuing education, participating in professional committees and workgroups, and contributing to a work environment where continual improvements in practice are pursued.
* Performs other duties as assigned.
* Compliance with all PPHD personnel policies and procedures.
* Follow and adhere to all HIPAA and PPHD confidentiality and privacy policies and practices.
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| **Behavior Expectations:** | Treats others with courtesy and respect in all interactions and abides by PPHD’s Guiding Principles. |
| **Minimum Qualifications:** | RN, LPN, EMT, paramedic or Bachelor’s degree in public health, health sciences, emergency preparedness, planning or related field. Considerations will be given to candidates with experience in these or a related field. Exceptional writing and interpersonal communication skills, computer skills, and demonstrated cultural competence are essential.Valid driver’s license, current certificate of vehicle insurance, and access to reliable transportation to all assigned work locations. |
| **Knowledge, Skills and Abilities:** | This position will require the following knowledge, skills, and abilities:* Health promotion, behavioral change, group process, community /organizational development theory and techniques; adult learning theory and methods of instruction; public health informatics.
* Ability to facilitate processes with diverse groups.
* Epidemiology and disease prevention
* Apply the principles, practices and theories of public health assessment and planning to health promotion, policy development, and health improvement.
* Communicate effectively and work collaboratively with individuals and groups from a wide variety of backgrounds, interests, and experiences.
* Project management.
* An energetic self-starter who can function comfortably in a team environment and independently and relates well to the public.
* Excellent written, oral, and interpersonal communication skills.
* Delivery of services and education in a culturally sensitive manner.
* Effective presentation of data to address scientific, political, ethical, and social public health issues.
* Flexibility and the ability to manage time and multiple tasks with little supervision.
* Program planning, implementation, and evaluation.
* Demonstrate ability to facilitate processes with diverse groups.
* Advanced computer skills; ability to use databases and spreadsheets, data queries and reports, presentation and publisher software.
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| **Work Environment:** | General office setting in the PPHD office sites, as well as community sites. Equipment used to perform functions is computer, fax, copier, personal or PPHD vehicle, and public health equipment and supplies. This job may encompass light lifting, standing, walking, being seated for periods of time, possible overtime, driving, some overnight travel, and infrequently working nights and weekends. |
| **Approvals** |

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