



EMPLOYMENT OPPORTUNITY MADISON COUNTY PUBLIC HEALTH EMERGENCY PREPAREDNESS COORDINATOR

Job Title: Emergency Preparedness Coordinator
Division: Administration
Programs: Public Health Emergency Preparedness
Civil Service & FLSA Status: Classified, Non-Exempt
Hours & Benefits: 40 Hours Per Week, Eligible for Full Benefits
Date Posted: September 3, 2019
Expires: Open Until Filled

JOB SUMMARY

Madison County Public Health (MCPH) is seeking an Emergency Preparedness Coordinator (EPC) for the Public Health Emergency Preparedness (PHEP) program/grant. This position is 40 hours per week and is responsible for the planning, organizing, and coordinating of activities for public health preparedness to prepare for an all-hazards response to public health emergencies. The position also includes planning and coordinating population-based emergency response, fulfillment of PHEP grant requirements, and communicating public health messages. The EPC works with community partners to plan, implement, monitor, and report on emergency preparedness and response activities. This position is funded through the federal PHEP grant. MCPH offers full benefits, excellent retirement through Ohio PERS, and a relaxed work environment.

ESSENTIAL FUNCTIONS

The Emergency Preparedness Coordinator (EPC) manages, writes, and implements all aspects of the Public Health Emergency Preparedness (PHEP) grant; researches, develops, and implements population-based community emergency preparedness activities; collaborates with the local and regional healthcare coalition, local health care providers, emergency medical services, hospitals, law enforcement agencies, and emergency management; writes and maintains all emergency preparedness and response plans; writes, conducts, and evaluates all emergency preparedness and response exercises; develops, organizes, and coordinates emergency preparedness trainings; administers all emergency preparedness related-systems including but not limited to OhioResponds, Ohio Points of Dispensing, Web Emergency Operations Center, Multi Agency Radio Communications System, Ohio Public Health Communication System, and Medical Reserve Corps; reviews and manages inventory of disaster supplies; provides emergency preparedness education in a variety of settings and to diverse audiences; prepares and revises informational brochures, outreach materials, newsletters, and annual reports; coordinates with the Public Information Officer and Spokesperson to disseminate public health information; represents the agency at community functions, meetings, and on committees; assists in the search for and application of grants; and assists with all aspects of public health accreditation.

EDUCATION AND EXPERIENCE

This job requires a bachelor's degree, preferably in a health-related field. Previous experience working in a local health department setting or in emergency preparedness/response is preferred. Experience with public health grants is strongly preferred.

Chris Cook, MPH, RS
Health Commissioner

Dr. James Kaehr, MD
Medical Director

Madison County Public Health
306 Lafayette Street, Suite B, PO Box 467
London, Ohio 43140 | Fax 740-852-5418



Our Mission
We are committed to monitoring and responding to our community's health and wellness needs through innovative services, education, collaboration, and compassionate care.



KNOWLEDGE, SKILLS, AND ABILITIES

This job requires proficiency of computers skills including Microsoft Office (Word, Excel, PowerPoint, Outlook), Adobe Reader, e-mail, electronic calendar, social media (including but not limited to Facebook, Twitter, Instagram, and YouTube) and internet research; ability to compile, consolidate and summarize information; English grammar, spelling, written format and punctuation; effective verbal and written communication skills; significant attention to detail; ability to work independently and as part of a team both in a dependable manner; knowledge of community resources; be able to effusively deal with stress; ability to learn and use a web-based reporting program for completing on-line reports; establish and maintain effective working relationships with other agency and organization representatives; perform effective public speaking to groups of varied interests and backgrounds and develop and deliver informative and persuasive presentations. The job requires recordkeeping and reporting procedures; principles and practices of grant management and grant seeking; collection of data/research and analysis of statistics, design, implementation and evaluation of health-related programs. This job requires the ability to meet multiple deadlines, excellent organizational skills, and adhere to confidentiality requirements. This job requires working some evenings and weekends, especially during times of emergency response.

PHYSICAL DEMANDS AND WORKING CONDITIONS

The demands and conditions described here are representative of those the employee must meet to perform the essential functions of the job.

- Frequently required to sit, stand, walk, talk, write, listen and read. The employee may infrequently be required to climb, balance, stoop, kneel, crouch or crawl, reach with hands and arms, lift and/or move up to 35 pounds. Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception, and the ability to focus.
- The noise level of the office is moderate. May occasionally be in environments with high noise levels. Occasionally work may take place in an outdoor setting with no protection from the weather.
- Involves travel by automobile to attend meetings with state agencies and community partners. Must have current driver's license valid in the state of Ohio and access to a personal automobile.
- Must be available for consultation related to public health emergencies on a twenty-four hours per day, seven days per week basis.

ORGANIZATION OVERVIEW

Madison County Public Health (MCPH) protects and promotes the health of citizens and the environment through the efforts of dedicated and skilled employees and application of sound public health principles. Our role is to identify community health problems; diagnose and investigate health problems and health hazards in the community; and enforce laws and regulations that protect health and ensure safety. MCPH offers a relaxed, positive, and friendly work environment.

Interested applicants should send a cover letter, resume, and completed application to:

Chris Cook, MPH, RS
Health Commissioner

ccook@madisonpublichealth.org (subject: Emergency Preparedness Coordinator)

Madison County Public Health, PO Box 467, London, OH 43140

Applications will be accepted on a continuous basis until the position is filled.

Madison County Public Health is proud to be an equal opportunity employer committed to hiring a diverse and inclusive workforce.

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Health Commissioner

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**BASIC EMPLOYMENT APPLICATION
MADISON COUNTY PUBLIC HEALTH
EMERGENCY PREPAREDNESS COORDINATOR**

Name

Address

Phone

Email

Current Employer

Salary Requirements

Date First Available for Work

General Days and Times Best for a Telephone Interview

General Days and Times Best for an In-Person Interview

Your resume must include, at a minimum, the following information:

- 1. Education including degrees and dates**
- 2. Work history with position titles and job responsibilities including dates**
- 3. Relevant trainings/certifications and dates**
- 4. Relevant skills**