



WORKING TITLE: PREPAREDNESS COORDINATOR	CLASSIFICATION: MANAGEMENT ANALYST
DEPARTMENT: HEALTH AND HUMAN SERVICES	DIVISION: PUBLIC HEALTH
PAY RANGE: OPEU 20	FLSA CATEGORY: NON-EXEMPT
PHYSICAL REQUIREMENTS: ATTACHED	WORKERS COMP CODE: 8832
PPE: PER WORK LOCATION	REVISION DATE: JULY 2021

JOB DESCRIPTION

GENERAL STATEMENT OF DUTIES:

This position is responsible for coordination, oversight, and documentation of Yamhill County Public Health’s preparedness and emergency response plans, training, exercises, and drills. This involves close collaboration and coordination with health services administration and management, Yamhill County Emergency Management, and state, county, municipal, school, universities, community colleges, businesses, and other emergency planners. Provides coordination of Medical Reserve Corps Unit. The position requires high standards of confidentiality and appropriate information management.

SUPERVISION RECEIVED:

Works under the supervision of Public Health Manager.

SUPERVISION EXERCISED:

May supervise work done by support or technical employees, students, volunteers, or interns.

DUTIES AND RESPONSIBILITIES INCLUDE ESSENTIAL FUNCTIONS OF POSITIONS ASSIGNED TO THIS CLASSIFICATION. DEPENDING ON ASSIGNMENT, THE EMPLOYEE MAY PERFORM A COMBINATION OF SOME OR ALL OF THE FOLLOWING DUTIES:

- Creates and maintain emergency response, training, and exercise documentation for Yamhill County.
- Gains a working familiarity with incident command system (ICS), Yamhill County emergency management structure, as well as national, state, and regional mutual aid systems.
- Maintains both electronic and hard back-up files of preparedness documents in such a manner that they will be readily accessible during any emergency.
- Completes mandated correspondence, reports, forms required under grant assurances.
- Tracks timelines and coordinates program planning to maintain compliance with documentation, training, and plans.
- Acts as point-of-contact for state and regional coordination.
- Works semi-independently to process documents, create filing systems, and coordinate information exchange.
- Communicates frequently and efficiently through personal electronic communication with emergency planners at all levels of government, schools, health care organizations, universities, industries and businesses.

- Facilitates and convenes discussions and exchange of documents as necessary for both grant documentation and emergency operational functions.
- Plans and coordinates training/exercises/drills.
- Performs other duties as assigned.

JOB SPECIFICATION

KNOWLEDGE OF:

- Emergency preparedness and response.
- Communicable disease outbreak response.
- Public health accreditation.
- Performance management systems.
- Strategic planning.
- Quality improvement best practices.
- Public health emergency preparedness and incident command system.
- The seven competencies of health education.
- The 10 Essential Services of Public Health.
- Communication techniques, public information and public speaking methods, and materials preparation.
- Methods of effecting attitudinal and behavior change.
- Volunteer management techniques.
- Current public health issues and concerns, including healthcare transformation.
- Incident Command structure.

SKILL IN:

- Community health systems development.
- Community health assessment.
- Community collaboration, including meeting facilitation and coordination.
- Collective impact assessment.
- Quality Improvement processes and tools.
- Using resourcefulness and tact with both internal and external clients.

ABILITY TO:

- Operate usual and customary office equipment.
- Utilize Microsoft Office systems at an expert level, including Word, Outlook, PowerPoint, and Excel.
- Effectively communicate with coworkers, community members, and others in written form as well as in person.
- Prepare displays for presentation of visual and written materials, including 3-D displays, PowerPoint slide shows, brochures, and flyers.
- Establish and maintain cooperative working relationships with individuals, whether members of the public, co-workers, or community groups, from diverse groups and backgrounds.
- Work independently as well as being an effective member of the Public Health team.
- Perform work using initiative and independent judgment.
- Recruit, train, and supervise volunteers.

- Attend work as scheduled and/or required.

MINIMUM EXPERIENCE AND TRAINING:

A bachelor's degree from an accredited school in Public Health, Emergency Operations, Fire Science, Biology, Life Sciences, Health, or other related field is required. A master's degree in Public Health or related field is preferred. One year of experience working with a community services organization is also preferred. Any satisfactory combination of education and experience may substitute for the above. Bi-lingual and bi-cultural proficiency in interpreting and translating in Spanish language is preferred.

OTHER REQUIREMENTS:

Ability to secure and maintain a driver's license valid in the state of Oregon, or an acceptable alternative means of transportation. May be required to drive a County vehicle. Employees authorized to operate a private vehicle on County business are required to carry a valid driver's license and liability insurance minimums as outlined in ORS 806.070.

May be subject to successful completion of a background check.

WORK ENVIRONMENT/PHYSICAL DEMANDS SUMMARY:

The incumbent typically works in an office environment and uses a computer, telephone and other office equipment as needed to perform duties. The noise level in the work environment is typical of that of an office. Work also involves travel to clients' homes and meetings. Incumbent may encounter frequent interruptions throughout the workday.

The employee is regularly required to sit, talk, or hear; frequently required to use repetitive hand motion, handle or feel, and to stand, walk, reach, bend, or lift up to 20 pounds regularly and 30 pounds occasionally.

Contact with the public in home or office environments may risk exposure to irrational/hostile behavior, contagious diseases, or contact with domestic animals.

The physical demands are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

This job description in no way states or implies that these are the only duties to be performed by an employee occupying this position. Employees may be required to perform other related duties as assigned, to ensure workload coverage. Employees are required to follow any other job-related instructions and to perform any other job-related duties requested by their supervisor. This job description does NOT constitute an employment agreement between the employer and employee and is subject to change by the employer as the organizational needs and requirements of the job change.

The job specification requirements stated are representative of minimum levels of knowledge, skills, and abilities to perform this job successfully. Any satisfactory equivalent combination of experience and training which ensures the ability to perform the work may substitute for the above so that the employee will possess the abilities or aptitudes to perform each duty proficiently.