

South Heartland District Health Department

Job Description

TITLE: Public Health Risk Coordinator – Emergency Preparedness & Response	OCCUPATION: Public Health Administration
POSITION STATUS: Full-time, Regular	FLSA STATUS: Non-Exempt
WAGE Range: Entry/Mid-level \$17.98 - \$28.13 / hour	DATE: September 2021
REPORTS TO: Programs Supervisor and Executive Director	APPROVED BY: Michele Bever

QUALIFICATIONS:

GENERAL: To perform this job successfully, an individual must be able to perform each essential duty satisfactorily and in a manner that is consistent with professional development standards of ethical conduct. The requirements listed below are representative of the knowledge, skill and/or ability required.

EDUCATION: Bachelor’s degree in public health, emergency management, or related field of study required.

EXPERIENCE: Public speaking and community organizing experience preferred. Two or more years in public health or health-related field preferred. Teaching experience helpful.

CERTIFICATE, LICENSES, REGISTRATIONS:

- Valid Nebraska driver’s license required.
- Certificates demonstrating completion of NIMS IS 100, 300, 400, 700, 800 preferred.

REPORTING RELATIONSHIP: The position requires close coordination and consultation with the Executive Director, Public Health Nursing and Disease Surveillance Staff; is an active member of the surveillance team, keeping the team informed of public health emergency response activities and/or emergency concerns and implementing team decisions as appropriate.

JOB SUMMARY: This position is primarily responsible for coordination of Public Health Emergency Preparedness (PHEP) activities and the Public Health Emergency Response Plan for the South Heartland District Health Department and involves working with local, regional and state preparedness and response partners as well as elected officials within the four-county health district. Coordinating with appropriate state officials, the PHRC will remain knowledgeable of Federal alerts, CDC updates as well as other federal, state and local information regarding public health emergencies, and will keep the executive director and all public health staff apprised of changes in conditions, new alerts and communications regarding bioterrorism and emergency updates. The PHRC will lead efforts to define, locate, and reach special, vulnerable, and at-risk populations to empower communities in preparedness, response, recovery and resilience. This position may be responsible for other programs/activities as assigned by the Executive Director.

PRIMARY JOB DUTIES:

- Develop, administer, implement, evaluate and modify a comprehensive (all hazards) Health District emergency preparedness and response plan (ERP). Design, initiate, and participate in emergency preparedness exercises to test and modify the plan, as needed.
- Understand and utilize the Public Health Emergency Preparedness and Response Capabilities that serve as National Standards for public health preparedness planning.
- Attend and participate in bioterrorism, emergency preparedness and environmental hazard education and training. Through education and training, enhance job performance capacities and improve the SHDHD competency in the PHEP areas, as approved.

- Work with community leaders and develop cooperative partnerships with community-based organizations and agencies that will ensure the provision of services to the general public and at-risk and vulnerable populations.
- Monitor (with input/data from other staff and partners) all hazard risks in the health district (weather-related, environmental, agricultural, disease, etc.). Conduct hazard vulnerability assessments with local preparedness partners. Keep executive director advised of emerging/changing conditions and need for action.
- Implement the scope of work and complete the required reports as outlined in the PHEP sub-awards received from the Nebraska Department of Health and Human Services—Division of Public Health.
- Coordinate public health emergency response efforts, facilitating coordination among medical community, public officials and volunteers.
- Work with SHDHD education staff to develop and provide health literate public and professional education (oral presentations, written materials, workshops) on all hazard risks and vulnerabilities, as well as preparedness, mitigation, response and recovery plans, to other staff, local agencies, the public, medical and responder personnel, community groups, and other partners.
- Serve as an information resource for emergency preparedness, communicable diseases, environmental hazards, and other health risk subjects. Develop promotional materials including press releases to inform the public on safety, preparedness, and public health issues. Support the Executive Director (Public Information Officer) in providing risk communication during public health events or emergencies; interact with media representatives, as assigned.
- Work with the Nebraska Department of Health and Human Services (DHHS), Tri-cities Medical Response System (TRIMRS), Local Emergency Planning Committees (LEPCs), and local public health emergency response coordinators across the state to coordinate regional and statewide public health emergency planning activities and to enhance Preparedness Capabilities.
- Develop and implement training for SHDHD staff to achieve and maintain core emergency preparedness competencies and readiness.
- Provide staff leadership role and apply ethical principles of public health within the department and in the community.
- Prepare a variety of monthly and quarterly reports on program activities and operations. Maintain records to evaluate effectiveness and efficiency of program services.
- Participate in quality improvement and performance management activities related to SHDHD's public health preparedness.
- Follow all established safety and emergency response procedures and departmental policies and procedures.
- Develop and display cultural competency.
- Assure delivery of optimum service by making appropriate use of time to accomplish job objectives.
- Demonstrate professionalism and promote good public relations.
- Perform other projects and duties as assigned by Executive Director.

SCOPE OF AUTHORITY: Employee may be responsible for supervising other personnel.

FINANCIAL: Assist with development and management of the program budget.

SECURITY/ACCESS: This employee will be issued picture identification and will understand and comply with agency security/access policies and procedures.

WORKING CONDITIONS AND EXPOSURE TO HAZARDS: General office environment. Will be required to respond into the field in the event of an emergency. Extensive travel within the South Heartland District and to trainings essential. Use of department-rented vehicle and/or personal vehicle in job performance required. Regular travel outside of district for trainings, meetings and conferences. Reliable transportation is required. The employee may need to drive in inclement weather and must have the ability to navigate out-of-town travel. Characteristics

described here are representative of those an employee encounters while performing the essential functions of this job. While performing the duties of this position, the employee is occupationally exposed to outside weather conditions. Although universal precautions will be encouraged, there may be a slight risk that the employee can be exposed to a communicable disease or an unsanitary environment while working on an emergency response activity. The employee may be exposed to a variety of environments when visiting disaster sites, such as high noise levels, dust and pollution, for short periods of time. Will require after-hours monitoring for emergencies as well as some scheduled evening and weekend work activities.

PHYSICAL/CRITICAL DEMANDS and EQUIPMENT OPERATION: The physical demands described here 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. While performing the duties of this job, the employee is frequently required to sit; walk, stand, and drive; use hands, fingers to handle or feel; reach with hands and arms; and talk and hear. The employee is occasionally required to stand, climb stairs, walk short distances, stoop, kneel, crouch or crawl. The employee must regularly lift and/or move up to ten pounds and occasionally lift and/or move 30+ pounds. Specific vision abilities required include those of close vision, distance vision, peripheral vision, depth perception and ability to adjust focus. Use of computer, telephone, cell phone, calculator, audio visual equipment, copier, two-way radios, as well as generators and other field equipment, as needed.

KNOWLEDGE, SKILLS AND ABILITIES

High level of analysis and sound judgement to support planning and investigation required. The ability to set priorities, to organize and coordinate work efficiently and to establish positive personal relations with co-workers, team members and the public is required. Report writing, budgeting skills and basic grant writing required. Ability to meet deadlines is essential. High motivation, willingness to learn, enthusiasm, determination, loyalty, poise, confidence and persuasiveness are needed for this position. Ability to give public presentations, lead and actively participate in community groups, and facilitate community organizing is required. Basic understanding of health care terminology, competency in computer applications such as Word, Excel, Power Point, and use of social media, internet, etc. are essential.

SCOPE OF CONTACT WITH CLIENT POPULATION: In the course of performing the duties of this job, the employee will encounter and need to work effectively with volunteers, board members, local and state government officials, media, representatives of community organizations, and interested/impacted individuals from preschool to the geriatric age group, from varying cultural and ethnic backgrounds, from diverse regional locations, and from differing service-related industries.

CORE COMPETENCIES:

Note: SHDHD is aligning all positions with the Core Competencies of Public Health. The Public Health Risk Coordinator is considered a Tier 2 – Program Management/Supervisory Level*. In addition, there are specific core competencies for public health preparedness and response.*

Analytical/Assessment Skills

- Describes factors affecting the health of a community
- Applies ethical principles in accessing, collecting, analyzing, using, maintaining, and disseminating data and information
- Uses information technology in accessing, collecting, analyzing, using, maintaining, and disseminating data and information
- Describes assets and resources that can be used for improving the health of a community

Policy Development/Program Planning Skills

- Contributes to development of program goals and objectives
- Contributes to implementation of organizational strategic plan
- Implements policies, programs, and services

- Gathers information for evaluating policies, programs, and services
- Applies strategies for continuous quality improvement

Communication Skills

- Identifies the literacy of populations served
- Communicates in writing and orally with linguistic and cultural proficiency
- Suggests approaches for disseminating public health data and information
- Conveys data and information to professionals and the public using a variety of approaches.
- Communicates information to influence behavior and improve health.

Cultural Competency Skills

- Describes the concept of diversity as it applies to individuals and populations
- Describes the diversity of individuals and populations in a community.
- Describes the ways diversity may influence policies, programs, services, and the health of a community.
- Addresses the diversity of individuals and populations when implementing policies, programs, and services that affect the health of a community.

Public Health Sciences Skills

- Describe the foundation of the field of public health.
- Identify prominent events in the history of public health
- Describe public health and the delivery of the 10 Essential Public Health Services

Community Dimensions of Practice Skills

- Describes the programs and services provided by governmental and non-governmental organizations to improve the health of a community.
- Recognizes relationships that are affecting health in a community.
- Suggests relationships that may be needed to improve health in a community
- Collaborates with community partners to improve health in a community
- Provides input for developing, implementing, evaluating, and improving policies, programs, and services
- Uses assets and resources to improve health in a community
- Informs the public about policies, programs, and resources that improve health in a community

Financial Planning and Management Skills

- Describes government agencies with authority to impact the health of a community
- Adheres to organizational policies and procedures
- Contributes to development of program budgets
- Provides information for proposals for funding
- Provides information for development of contracts and other agreements for programs and services
- Operates programs within budget
- Uses evaluation results to improve program and organizational performance
- Describes program performance standards and measures
- Uses performance management systems for program and organizational improvement

Preparedness and Response Core Competencies:

1. Model Leadership
 - 1.1 Solve problems under emergency conditions
 - 1.2 Manage behaviors associated with emotional responses in self and others
 - 1.3 Facilitate collaboration with internal and external emergency response partners
 - 1.4 Maintain situational awareness

- 1.5 Demonstrate respect for all persons and cultures
- 1.6 Act within the scope of one's legal authority

2. Communicate and Model Information
 - 2.1 Manage information related to an emergency
 - 2.2 Use principles of crisis and risk communication
 - 2.3 Report information potentially relevant to the identification and control of an emergency through the chain of command
 - 2.4 Collect data according to protocol
 - 2.5 Manage the recording and/or transcription of data according to protocol

3. Plan for and Improve Practice
 - 3.1 Contribute expertise to a community hazard vulnerability analysis (HVA)
 - 3.2 Contribute expertise to the development of emergency plans
 - 3.3 Participate in improving the organization's capacities (including, but not limited to programs, plans, policies, laws, and workforce training)
 - 3.4 Refer matters outside of one's scope of legal authority through the chain of command

4. Protect worker Health and Safety
 - 4.1 Maintain personal/family emergency preparedness plans
 - 4.2 Employ protective behaviors according to changing conditions, personal limitations, and threats
 - 4.3 Report unresolved threats to physical and mental health through the chain of command

**About the Core Competencies:*

Tier 2 competencies apply to public health professionals in program management or supervisory roles. Responsibilities of these professionals may include developing, implementing, and evaluating programs; supervising staff; establishing and maintaining community partnerships; managing timelines and work plans; making policy recommendations; and providing technical expertise (from: Core Competencies for Public Health Professionals, Council on Linkages Between Academia and Public Health Practice, 2014).

In addition, there are specific core competencies for public health preparedness and response. "The Public Health Preparedness and Response Core Competencies were created to establish a common performance goal for the public health preparedness workforce. This goal is defined as the ability to proficiently perform assigned prevention, preparedness, response, and recovery role(s) in accordance with established national, state, and local health security and public health policies, laws, and systems. Much of an individual's ability to meet this performance goal is based on competencies acquired from three sources: foundational public health competencies, generic health security or emergency core competencies, and position-specific or professional competencies. There are also competencies within the following four domains that are critical to build and sustain the capacity of public health workers to fulfill their responsibilities" (Implications of Preparedness and Response Core Competencies for Public Health. Gebbie, KM, et al., 2013. J Public Health Management Practice: 19(3), 224-230).