



# JOB DESCRIPTION

<b>Title</b>	Emergency Preparedness and Response Coordinator	<b>Created</b>	Aug. 2002
<b>Department</b>	Public Health	<b>Revised</b>	June 2021
<b>Job Class</b>	19 A 4	<b>Safety Sensitive</b>	Yes
<b>Labor Union</b>	AFSCME Local 2746 Courthouse/Roads	<b>FLSA</b>	Non-exempt

## **Purpose**

The Public Health Emergency Preparedness and Response (PHEPR) Coordinator is a grant funded position with responsibility for administering the cooperative agreement with the Oregon Health Authority (Program Element 12), which funds and provides deliverables for the PHEPR program.

## **Essential Functions**

- Maintains public health emergency response plans, manuals, and standard operating procedures by utilizing local, state, and federal regulatory guidelines and requirements and ensures plans are integrated with emergency response plans of other agencies.
- Coordinates, plans, conducts, and evaluates public health related emergency preparedness and response training, periodic disaster drills and exercises with applicable county departments, other government agencies, community agencies involved in public health emergency preparedness and response, as well as the general public.
- Responds to public health emergencies, disasters (human-caused or natural), and/or acts of terrorism in accordance with local, state, and national response plans using the Incident Command System.
- Researches, develops, and implements population-based, whole community emergency preparedness activities.
- Represents the public health emergency response effort before local, state, and federal regulatory, advisory, and governing bodies and attends meetings of those agencies. Actively participates and attends the Coastal HPO meetings.
- Administers all emergency preparedness related systems, e.g. Health Alert Network and Hospital Capacity Web System and others.
- Provides emergency preparedness education in a variety of settings and to diverse audiences.
- Tracks, coordinates, and ensures all Public Health staff have required training and understand ICS roles and functions in the event of an emergency.
- Ensures that proper materials and equipment are available for use in emergency response situations.
- Prepares and revises informational brochures, outreach materials, newsletters, and coordinates with the Community Engagement Coordinator and leadership to disseminate public health information.
- Develops coalitions to meet specific program objectives based on best practices.



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- Prepares and submits required reports to governmental agencies and other stakeholders.
  - Maintains good communication with department staff, Public Health Director, and community partners.
  - Ensures compliance with grant requirements and maintains documentation for triennial review.
  - Incorporates health equity principles into public health emergency preparedness programs.
  - Contributes to program budget planning and ensures program operates within budget.
  - Performs any and all other related duties as assigned or directed in order to promote, further, and ensure the effective and efficient operation of Clatsop County Department of Public Health.
  - May act in the absence of management for matters within the scope of public health emergency preparedness plans. Works under the general supervision of the Public Health Director.

## ***Mandatory Qualifications***

Bachelor's degree in public health, healthcare field, emergency management or closely related field and two (2) or more years of demonstrated experience working in public health or healthcare. Alternatively, four (4) or more years of demonstrated experience working in public health, healthcare, or a closely related field.

Requires completion of National Incident Management System Advanced courses ICS 300 and 400 or must be able to complete within 24 months of employment.

Demonstrated experience in leading or facilitating group processes, writing and editing documents for a variety of audiences, public speaking, and facilitation skills.

## ***Desired Qualifications***

A Master's degree in public health, healthcare field, emergency management or a closely related field. Experience in an Emergency Operations Center or on a Type III (or higher) Incident Management Team. Demonstrated understanding of emergency management planning principles.

## ***Physical Demands***

Typical office environment and emergency operations center environment for most operations to include bending, lifting, and standing. In disaster situations or training environments, the physical demands may involve work in addition to that described in the office environment such as that which would occur during field assessments or volunteer training. Must be able to operate a motor vehicle.

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## ***Working Conditions***

The incumbent will work with their supervisor to identify an appropriate work schedule and balance, including telework. Occasionally work longer shifts due to travel or response activities. Travel around the state and possibly nationally for meetings, trainings, summits, conferences. Respond to public health emergencies or exercises at any time, except while on scheduled vacation or other leave. May serve as an agency 24/7 duty officer on a rotating basis. This position requires frequent community connection in person and virtually.

## ***Supervisory Responsibility***

Supervision of other employees is not a typical responsibility of this position.

THE ABOVE DESCRIPTION COVERS THE MOST SIGNIFICANT DUTIES PERFORMED BUT DOES NOT INCLUDE OTHER OCCASIONAL WORK, THE INCLUSION OF WHICH WOULD BE IN CONFORMITY WITH THE FACTOR DEGREES ASSIGNED TO THIS JOB. Clatsop County Human Resources, 800 Exchange, Suite 410, Astoria OR 97103. 503-325-1000