

ALBANY COUNTY PUBLIC HEALTH JOB DESCRIPTION

Job Title:	Emergency Response Coordinator	Prepared By:	Melanie Pearce, BSN, RN County Nurse Manager
Classification:	Full Time	Prepared Date:	05/18/2015
Department:	Public Health	Approved By:	
Reports to:	County Manager	Approved Date:	
Location:	Albany County	FLSA Status:	Exempt

JOB SUMMARY

Under direction of the Albany County Nurse Manager, the role of the Albany County Public Health Emergency Response Coordinator (PHRC) is to coordinate the activities of the local and state health departments to increase overall preparedness and meet the goals and objectives as written in the Center for Disease Control (CDC) Cooperative Agreement for Public Health Preparedness. The PHRC will identify public health emergency response strategies, analyze data from prior drills, events, and national incidents, and write/update plans annually. In addition, the PHRC position has a strong role in the community and will work with other first responders, health care agencies, non-government organizations, private industry, and public safety staff in training, education, and plan writing. These responsibilities may involve biological, chemical, nuclear, radiological, explosive, infectious and communicable disease outbreaks or events. This position coordinates disaster and incident planning, training, and exercises for various public health emergencies and performs other duties as assigned.

DUTIES & RESPONSIBILITIES:

Essential Duties:

- Coordinate the development and implementation of cross-divisional Albany County Public Health (ACPH) preparedness and response planning, ensuring plans are integrated with and support the plans of the Wyoming Department of Health.
- Maintain, train, evaluate, and edit plans specific to pandemic influenza, infectious diseases, the Strategic National Stockpile, radiological incidents, volunteer management and response, and the ACPH Emergency Operations Plan.
- Lead the Albany County Medical Reserve Corps in all its parts to develop and promote a healthy, dedicated volunteer corps within Albany County.
- Follow responsibilities as outlined in the Public Health Response Capabilities document from the Centers for Disease Control and Prevention.
- Lead and participate in multiple meetings and committees throughout the county and state in public health and community planning and response.
- Provide technical advice to head officials in the Albany County Emergency Operations Center relative to public health implications during an incident.
- Coordinate the participation of ACPH staff in plan information, exercises, and incident responses.
- Work within the scope of duties as outlined by the contact agreement for the PHRC position between Albany County and the State of Wyoming, Department of Health.
- Assist other first responder agencies in the provision of the Emergency Support Function #8.

- Attend community planning meetings on emergency preparedness and response related to issues and concerns in the community, providing technical assistance when appropriate.
- As assigned, coordinate and facilitate meetings to support community planning, training and exercise activities, preparing agendas, minutes, presentations, routine correspondence, and research in support of such committees.
- Maintain the respiratory protection program for ACPH employees.
- Monitor and maintain call lists for 24/7 contact.
- Monitor financial activities as related to multiple grants

Other Duties:

- Maintains confidentiality and HIPAA standards
- Works evenings, nights or weekends when the situation requires it, such as (but not limited to) immunization clinics, emergency response, and/ or disease outbreaks
- Occasionally encounters dangerous or unsafe conditions and is always prepared to remove self from the situation.

EXPERIENCE AND TRAINING REQUIREMENTS

- A bachelor's degree from an accredited college or university in planning, health science, public health, health administration or other closely related field and 2 years experience in emergency management activities preferred.

LICENSE OR CERTIFICATION

- A valid driver's license is required at time of appointment. Incident Command System certification preferred but will be available after appointment.

KNOWLEDGE, SKILLS & ABILITIES

Knowledge of the following is required:

- Departmental/divisional policies and procedures.
- Organization structure of Albany County, Albany County Public Health, and the Wyoming Department of Health.
- Local community resources and networks in the assigned functional area.
- Management information systems and software used in the assigned area.
- Terms and acronyms commonly used in the assigned function.
- Federal, state, and county regulations pertaining to emergency planning.
- Public Health Preparedness Capabilities.
- Emergency Support Functions.
- Various jurisdictional disaster and response plans.
- Federal guidelines for Public Health Emergency Preparedness funding and requirements.
- Principles and practices of emergency response planning and activities.
- Principles and theories of disaster management and public health response to disasters.
- Development and execution of various levels of disaster exercises.
- Computer software include Microsoft Office.
- Basic statistical methods.
- Curricula development and presentation.
- Theories and techniques of adult learning and motivation.
- Program management including principles of program performance, budget monitoring, and expenditure control practices.
- Principles of group dynamics, team building processes, and conflict resolution practices.
- Principles and practices of analysis.

- Ability to work in a standard office environment.
- May be exposed to infectious agents, chemical, biological, nuclear, incendiary and explosive agents, and environments in the case of a bio-terrorism or all “hazards” event.
- Ability to travel within the county, state, region, and nationally.
- Ability to lift 50 lbs.
- Ability to work at a desk and with a computer for multiple hours at a time.

Employee Signature

Date

County Nurse Manager Signature

Date

Albany County Clerk Signature

Date