

Starke County Board of Commissioners

Starke County Job Descriptions

Job Title: PREPAREDNESS COORDINATOR

Department: HEALTH DEPARTMENT

Reports To: OFFICE ADMIN / PUBLIC HEALTH NURSE

Approved by: STARKE COUNTY COMMISSIONERS

Approved Date:

General Description:

Incumbent responsible for coordination of the Public Health system to meet standards in emergency preparation both within the organization and in coordination with the community. Responsible for developing, updating and exercising a comprehensive public health emergency plan for Starke County. Assures that the Starke County Health Department staff and area health care providers are appropriately trained and knowledgeable about biological and chemical agents and/or other infectious diseases resulting in public health emergencies to ensure rapid and effective public health response to such events and serves as the point of contact within the health department during public health emergencies. To effectively coordinate a public health emergency plan, establishes joint committees with hospitals, emergency responders and law enforcement agencies. Leads in establishing regional public health emergency preparedness plans and serves as liaison to the ISDH.

Essential Job Function:

Duties include but are not limited to:

- Coordinate with Starke County Emergency Management
 - Create and update Emergency Support Function #8 (ESF-8) plans
 - Create and update health department contact emergency (24/7) information

- Collaborate with other response agencies of the county in emergency/disaster planning activities
- Participate in training and exercising of emergency response plans and procedures
- Create and yearly update an All Hazards annex to the CEMP
 - Develop and yearly update procedures for Medical Countermeasure Dispensing operations
 - Develop a Crisis Emergency Risk Communications (CERC) plan
 - Participate in surveillance information sharing systems, such as:
 - Indiana Health Alert Notification (IHAN)
 - and Indiana- National Disease Electronic Surveillance System (I-NDESS)
 - Train health department staff and partner organizations on Starke County's public health response plans.
- Serve as the point of contact for Indiana State Department of Health (ISDH) public health emergency response activities
 - Participate in ISDH District 2 emergency planning activities
 - Monitor and fulfill emergency preparedness grant requirements
 - Attend training opportunities on emergency planning and response
- Other functions
 - During a public health emergency the Preparedness Coordinator may be required to perform duties not described in this job description
 - Other duties and responsibilities as approved by the Health Officer

Knowledge, Skills, and Abilities

- A working knowledge of public health emergency services functions, organization and structure including federal, state, and local laws, codes, rules and regulations.
- An understanding of the incident command system as it relates to the National Incident Command System (NIMS) with the ability to function within it
- An understanding of natural and manmade hazards which pose a risk to Starke County.

- Knowledge of community organizations and service providers related to public health; the ability to meet and deal effectively with representatives of the public and government, funding sources (grants).
- Ability to articulate via written documents and or oral communications.
- Ability to enter and access information using a computer.
- Strong organizational skills.
- Respect for confidentiality.
- Must have a valid driver's license.
- Perform other tasks as needed.

Physical Requirements

Work is performed in a standard office environment and out of office. Some physical effort is required in order to lift supplies.

Experience/Education/Qualifications Required

1. **Education:** Associates Degree or higher in the biological sciences from an accredited university or college preferred; and
2. **Experience:** two (2) years experience in related fields such as emergency management, environmental health, infectious disease, epidemiology, nursing, or health education.
3. An equivalent combination of education and experience within the parameters outlined above.

This job description should not be interpreted as all inclusive. It is intended to identify the major responsibilities and requirements of this job classification. All incumbents may not perform all job duties listed, and some incumbents may perform some duties which are not listed, and incumbents may be requested to perform job-related responsibilities and tasks other than those stated in this description. Additional duties may be assigned by prospective department heads or the Board of Starke County Commissioners.

All employees of the Starke County Government are subject to the rules set forth in the Starke County Employee Handbook.