



## Cow Creek Government Office

### Position Description

**Position Title:** PH Emergency Preparedness Coord.

**Department:** Public Health

**Reports To:** PH Improvement Manager

**FLSA Designation:** Non-Exempt

#### **POSITION PURPOSE:**

This position coordinates, plans, implements, and evaluates the Public Health Emergency Preparedness (PHEP) for the Public Health Division of the Cow Creek Health and Wellness Center. The position requires considerable independent judgment, strong communication and program planning skills. This position will be expected to take a major role during a public health emergency.

Facilitate the development, operationalization, implementation, maintenance, review, and update of health emergency response plans and procedures; capture response protocols in comprehensive and concise planning documents; and devise effective response strategies based on planning objectives and resources.

#### **ESSENTIAL FUNCTIONS:**

- Develop timelines and milestones for the different components of the training and education projects, ensuring that deliverables from the project team and partners are on track and in scope.
- Conduct focus groups and needs assessment with stakeholders to support development and content of preparedness materials.
- Monitor emerging trends and needs in public health preparedness and emergency response.
- Review existing preparedness and response materials to develop best provide information to the Tribal community
- Track work products and progress to streamline grant reporting.
- Gather data and information through a variety of methods; analyze and synthesize data and information to assess, evaluate, and inform progress towards preparedness and response goals
- Evaluates the effectiveness of emergency response plans and develops and implements strategies to improve plans and identify hazard vulnerabilities and gaps in existing capacities and capabilities
- Develops, documents, and provides training on pandemic and disaster-related topics, including equipment operation to teams, regions, and state and local authorities, partners, and stakeholders
- Assigns trainings to CCHWC staff and evaluates their training needs per person.

**QUALIFICATIONS:**

- A Bachelor's degree in public health or emergency management or related field.
- Two years of experience writing emergency operations/response plans and coordinating or participating in emergency response operations in a collaborative team environment
- Experience in developing complex plans and procedures.
- Experience in public health preparedness preferred.
- Working knowledge of Public Health Accreditation Preferred.