



## **External Job Posting**

**Date:** November 16, 2024

**Job Title / Job Class:** Emergency Preparedness Coordinator / Health Educator (Planner)

**Status:** Full-Time, Classified, Hourly, Non-Exempt

**Hours:** 30.00 – 37.50 hours per week (based on the preference of individual hired), Monday – Friday, with occasional evenings and weekends. Additional hours, including overtime, may be required during emergency response incidents.

**Pay Range:** \$24.48 - \$34.13 per hour, based on experience. Funding for this position is provided by the Public Health Emergency Preparedness (PHEP) grant.

**Job Responsibilities:** Plan the Union County Health Department’s medical countermeasures and all-hazards planning and response. Develop and revise plans. Develop, schedule, implement, and track trainings and exercises; including site assessments and reviews. Research and utilize existing guidance, plans, and training material from state and federal sources. Manage activities and budget allocations. Coordinate and participate in the operational ready review. Serve as the Public Health representative in the Union County’s emergency operations center. Serve as part of the response team during an emergency response incident. Maintain supply inventory and serve as the administrator for all in-house systems and equipment. Serve as the agency safety officer. Write, assess, and manage the Public Health Emergency Preparedness grant. Conduct financial and programmatic tracking and reporting, communicate with all funding sources, complete all necessary documentation, and oversee/monitor all related projects/activities. Collect and analyze local, state, and national data; and obtain other supporting documentation as needed. Research and submit proposals for new funding opportunities. Serve as a resource to the community and other organizations/agencies. Participate in community committees, work events and special projects, and develop materials/presentations upon request. Prepare reports, correspondence, and other educational materials for the local, regional, and/or state emergency response community. Serve as the Medical Reserve Corps (MRC) Coordinator. Maintain regular contact with law enforcement, fire departments, emergency management agencies, hospital emergency response staff, healthcare providers, business safety officers, school administrations, and local health departments.

**Qualifications:** Must be detail-oriented, organized, possess strong oral and written communication skills, excellent time management skills, and strong customer service skills. Ability to work effectively with staff at all levels; to make clear decisions; and find creative approaches to logistical and programmatic challenges. Bachelor’s degree in Public Health, Emergency Management, or related field plus a minimum of one (1) year of work experience in a professional setting; or an equivalent combination of education, training, and/or experience required. Proficiency in Microsoft Office and strong writing skills are essential. A valid Ohio Driver’s License, valid auto liability insurance, the ability to maintain auto liability insurance, and the ability to maintain insurability under the County’s vehicle insurance policy are necessary. Must be able to lift, carry, push, and move objects, equipment, files and/or packages weighing up to 25 unassisted and up to 50 pounds with assistance. Previous experience writing plans, emergency preparedness and response, and/or communicable disease desired. Master’s degree in Public Health or Emergency Management preferred. Previous experience in a leadership or supervisory role, working with GMIS, and/or working with Google Workspace are beneficial.

**To Apply:** Resumes will be accepted through December 1, 2024.

- [humanresources@uchd.net](mailto:humanresources@uchd.net)
- Union County Health Department, Attn: Human Resources, 940 London Ave., Suite 1100, Marysville, OH 43040

The Union County Health Department is an Equal Opportunity Employer (EOE). Qualified applicants are considered for employment without regard to race, color, religion, ancestry, sex, veteran or military status, national origin, age (40 or over), disability, genetic information, or other protected criteria.