

**PUBLIC HEALTH EMERGENCY PREPAREDNESS COORDINATOR/
MEDICAL RESERVE CORPS COORDINATOR
NAUGATUCK VALLEY HEALTH DISTRICT**

JOB DESCRIPTION

GENERAL STATEMENT OF DUTIES:

This grant-funded position involves coordination of preparedness activities to ready the health district response for public health emergencies including both natural and man-made disasters. Responsibilities will include, but not be limited to, carrying out the deliverables of public health preparedness grant(s), Medical Reserve Corps grant(s), NVHD preparedness work plan, assist with regional activities, and other preparedness-related duties as assigned.

ACCOUNTABILITY/SUPERVISION/JOB STATUS:

This is a full-time position funded with grants and continued employment is contingent upon the availability of funding. The Public Health Emergency Preparedness Coordinator reports directly to the NVHD Director of Health and in her absence to the Assistant Director or other designee as assigned.

WORKING ENVIRONMENT/ESSENTIAL FUNCTIONS:

The Public Health Preparedness Coordinator is required to perform occasional lifting of equipment and materials weighing up to 25 pounds. Duties may require climbing up and down stairways, significant walking and/or standing, some of which may be on uneven ground. Working outdoors in inclement weather may be required. Working after-hours or on weekend days may be required. The work requires the use of a computer and other business machines.

EXAMPLES OF DUTIES AND RESPONSIBILITIES:

- Update and continually develop public health emergency response plans for the Naugatuck Valley Health District.
- Recruit and coordinate medical and non-medical volunteers to assist with local and regional response to public health emergencies, and particularly the implementation of mass vaccination clinics or points of dispensation (POD) for mass dispensation of drugs.

- Coordinate the activities of the NVHD Medical Reserve Corps. Assists with Regional MRC activities as required.
- Develop, maintain and implement a training plan for staff and volunteers.
- Maintain a rapid and secure communications system to summon volunteers and paid staff to respond to public health emergencies.
- Enhance and maintain an existing local health alert network to communicate with key municipal and community groups on timely issues involving the protection of public health and provide ongoing communication to pertinent Naugatuck Valley Health District staff on preparedness and related issues
- Assist with the development and maintenance of mutual aid agreements and contracts that will assure a coordinated and adequate response to public health emergencies.
- Plan, coordinate, participate and/or assist with drills of local, regional and state public health emergency response plans, and PODs for mass dispensation of drugs/vaccines.
- Participate in state, federal and regional public health preparedness and emergency response planning meetings and trainings as directed.
- Develop written communications and resources for the public, the media, and policy makers on issues of public health emergency response and bioterrorism.
- Contribute to maintenance of Naugatuck Valley Health District webpage on emergency response and bioterrorism.
- Prepare grant progress and other reports as directed.
- Assist with actual response to local and regional public health emergencies as needed, including during and beyond the standard hours of operation.
- Performs all other related work as required within the scope of public health preparedness.

DESIRABLE KNOWLEDGE, SKILLS AND ABILITIES:

- Working knowledge of public health system and interaction of medical system and emergency response sectors.
- Strong oral, interpersonal, and written communication skills.
- Training and experience in risk communication skills.
- Computer proficiency in word processing programs, Power Point, spreadsheet and other document formatting techniques, ability to create and maintain rapid electronic communications networks and provide required website updates.
- Familiarity with operation of emergency communications equipment.
- Ability to organize and facilitate groups, and work collaboratively with diverse organizations.
- Knowledge of public health emergency response planning models and ability to develop and enhance plans.
- Ability to develop and conduct training programs.
- Willingness to take direction.
- Strong initiative and ability to work independently and as a member of a team.

MINIMUM QUALIFICATIONS:

Bachelor degree in public health, emergency management or related field, with professional experience in a public health agency, preparedness field, or comparable setting. Master degree preferred. Planning background and emergency response orientation desirable.

SPECIAL REQUIREMENTS:

- Possession of a current CT Motor Vehicle Operator's License with access to a motor vehicle and current motor vehicle insurance coverage is required.
- Testing for substance abuse, a physical examination, and a criminal background check may be required as part of the employee procedures.
- Maintenance of required certifications shall be a requirement for the employee to remain in this classification.

JS/Revised/01.09.2019