



Naugatuck Valley Health District

98 Bank Street Seymour, CT 06483
T: 203-881-3255 F: 203-881-3259 W: www.nvhd.org

Job Posting: PUBLIC HEALTH EMERGENCY PREPAREDNESS COORDINATOR

The nationally accredited Naugatuck Valley Health District (NVHD) is the official public health department for the municipalities of Ansonia, Beacon Falls, Derby, Naugatuck, Seymour and Shelton. NVHD's Public Health Emergency Preparedness (PHEP) Program is dedicated to ensuring a coordinated, timely, and effective public health response to a pandemic, bioterrorist event, natural disaster, or other public health emergency and includes the coordination of the Naugatuck Valley Medical Reserve Corps volunteers.

NVHD is seeking a full-time (35 hours per week) Public Health Emergency Preparedness (PHEP) Coordinator. This grant-funded position is responsible for a full range of preparedness activities (e.g., plan development, training, communications, drills, and volunteer coordination) to ready the district response to public health emergencies including both natural and man-made disasters.

Examples of Activities and Responsibilities:

- Fulfill the deliverable requirements of the NVHD PHEP Cooperative Agreement.
- Update and continually develop public health emergency response plans and related standard operating procedures for the Naugatuck Valley Health Department.
- Assist with actual response to local and regional public health emergencies as needed, including during and beyond the standard hours of operation.
- Coordinate the activities of the local Naugatuck Valley Health District's Medical Reserve Corps (MRC) Unit.
- Participate and assist with Regional MRC activities as required.
- Maintain a rapid and secure communications system to summon volunteers and paid staff to respond to public health emergencies.
- Recruit and coordinate medical and non-medical volunteers to assist with local and regional response to public health emergencies, and particularly the operations of mass vaccination clinics or points of dispensation (POD) for mass distribution of medical countermeasures or other commodities.
- Plan, coordinate, develop, and/or participate/attend with training, drills, and exercises of local, regional, and state public health emergency response plans and related topics.
- Participate in local, regional, state, and federal public health preparedness and emergency response meetings.
- Planning and implementation of preparedness activities focused on the CDC 15 Public Health Emergency Preparedness and Response Capabilities and PHEP-related Public Health Accreditation Board requirements.
- Prepare grant programmatic reports and other reports such as directed.
- Assist with actual response to local and regional public health emergencies as needed, including during and beyond the standard hours of operation.
- Assists with workforce development activities including developing, maintaining and implementing a training plan for staff and volunteers.
- Performs all other related work as required within the scope of public health emergency preparedness and volunteer management.



Minimum Qualifications

Bachelor's degree in public health, emergency management, or related field with professional experience in a public health agency, the preparedness field, or comparable setting. A planning background and emergency response orientation is desirable.

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 Microsoft Office software (Word, PowerPoint, Excel, etc.), ability to create and maintain rapid electronic communications networks.
- 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.
- Knowledge of state/local public health infrastructure, epidemiology, infectious disease and biological agents.
- Willingness to take direction.
- Strong initiative and ability to work independently and as a member of a team.
- Ability to manage multiple activities and tasks simultaneously.

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.

Salary and Benefits

This position has a competitive salary level commensurate with education and experience. This is a full-time position (35 hours per week) funded with grants and is eligible for the benefits of a full-time employee consistent with the Personnel Policies of the Naugatuck Valley Health District.

- 35-hour work week. Business Hours are Monday – Thursday 8:00am-4pm and Friday 8:00am-1pm.
- Health, Vision, Dental, and Life Insurance offered to full-time employees.
- Paid vacation time (annual accrual of 70 hours to start), 21 hours of personal time, annual accrual of 2 weeks sick time, and 15 paid holidays.
- Connecticut Municipal Employee Retirement Plan (CMERS). Employees are also eligible to participate in the 457 Plan (voluntary basis).
- Mileage reimbursement based on the IRS rate.

Supervision & Working Environment

This position reports to the District Director of Health. May be required to perform occasional lifting of equipment and materials weighing up to 25 pounds. Duties 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. The work requires the use of a computer and other business machines. After-hours or weekend activities may be required (earned compensatory time). Continued employment is contingent upon the availability of funding and performance.

To Apply

Submit a cover letter and resume to Lisa McEachern, Naugatuck Valley Health District, 98 Bank Street, Seymour, CT 06483 or email as an attachment to lmceachern@nvhd.org. The position will remain open until a suitable candidate is identified.

Naugatuck Valley Health District is an Equal Opportunity Employer (EOE)

Ansonia



Beacon Falls



Derby



Naugatuck



Seymour



Shelton