



Public Health
Prevent. Promote. Protect.

**Washington County
Health Department**

WORKING TITLE: Preparedness Coordinator

DIVISION: Preparedness

EMPLOYMENT STATUS: Full-Time

FLSA STATUS: Non-Exempt

CAREER TIER: Tier 2 - Program Management

POSITION SUMMARY:

Oversees the daily administration of the Public Health Emergency Preparedness grant by developing and coordinating public health emergency preparedness plans and activities and collaborating with government, community, industrial and private organizations to prepare for public health emergencies.

ESSENTIAL DUTIES:

- Prepares and submits PHEP grant applications, budgets, reports, plans and deliverables to appropriate entities in a timely manner
- Develops, reviews, and maintains Public Health All Hazards Emergency Response Plan and supporting documents
- Attends planning workgroup meetings and associated meetings
- Assists health department(s) in maintaining a public health state of readiness through integrated planning, training and exercise activities
- Develops and maintains professional partnerships with local, regional, state and federal entities to facilitate information sharing and collaborative emergency preparedness and response activities
- Coordinates efforts to facilitate information sharing during exercises and emergencies
- Maintains staff emergency response training records
- Maintains an updated emergency contact list of partnering agencies
- Assists in ensuring NIMS compliance is maintained within plans and trainings
- Recruits public health volunteers for local emergency response
- Collaborates with epidemiologist in emergency planning and response exercise
- Other duties as assigned

QUALIFICATIONS:

Bachelor's degree in an allied health field or other approved field AND two years experience in emergency/safety planning and response OR an equivalent combination of education and experience

OTHER REQUIREMENTS:

Achieves defined annual goals. Design, conduct, and participate in General Health District's emergency preparedness drills, exercises, and responses to actual emergencies, as required. Completes other duties and trainings as required by the Health Commissioner, Administrator, and Board of Health.

WORK ENVIRONMENT:

Job duties include office work and field work, which may include some manual labor. In-state travel is required, and out-of-state travel may be required. Employee must have a valid Ohio driver's license and access to a personal vehicle.

APPLY:

Submit resumes in person, by email rwittberg@wcgov.org, by mail, or by fax to the following:

Richard Wittberg, PhD
Washington County Health Department
342 Muskingum Drive
Marietta, OH 45750
Fax (740) 376-5810
Telephone (740) 374-2782

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