



Position Title:	Emergency Preparedness Planner & Accreditation Coordinator		Position #:	6491/6524
Agency Unit:	Division of Environmental Health		Reports to:	Director of Environmental Health
Employment Status:	Full Time	Pay Range:	\$17.00 - \$28.00 per hour	FLSA Status: Non-Exempt

Position Summary: The purpose of the emergency preparedness planner is to provide consultative and educational services to local governments in disaster preparedness and recovery, develop policies and procedures and coordinate program documentation. The purpose of the accreditation coordinator is to manage Crawford County Public Health's process for obtaining accredited status with the Public Health Accreditation Board (PHAB) and then coordinating the efforts and process of maintaining PHAB Accreditation Status.

Essential Duties: Responsible for developing, updating and exercising a comprehensive public health emergency plan for Crawford County. Responsible for public health emergency preparedness grant reporting and ensuring grant deliverables are met. Provides technical assistance to program and office staff in areas of expertise per agency policy and program guidelines including detailed preparations to receive, store, manage and rapidly disperse vaccines and other pharmaceuticals to large populations. Prepares plans, policy manuals, statistical reports and other informational materials for distribution to public health personnel, patients, clients and the general public to meet federal, state and agency compliance.

Maintains collaborative relationships with local and regional emergency response partners and promotes the department on inter-agency councils and committees and attends preparedness meetings relating to area of responsibility. Assures that the CCPH staff are appropriately trained and knowledgeable about biological and chemical agents and/or other infectious diseases resulting in public health emergencies to ensure rapid and effective public health response to such events. Serves as the point of contact within the health department during public health emergencies and serves as a liaison with the Ohio Department of Health, EMA and local law enforcement.

Attends formal training courses conducted by local, state, federal, and university personnel to enhance knowledge and skill necessary to perform public health enforcement activities.

Participates in the exercising of emergency response plans. Obtains knowledge and efficiency in public health emergency response activities. Considered a resource during public health emergencies and expected to work during non-regular work hours to support local or regional operations if recalled by the health commissioner or designee.

Evaluates program/projects as required to improve the quality as well as quantity of service

delivery through on site visits as well as review of reports and records.

Public health department accreditation is defined as the development of a set of standards; a process to measure performance against those standards; and reward or recognition for meeting the standards. PHAB's public health department accreditation process seeks to advance quality and performance within public health departments. Accreditation standards define the expectations for all public health departments that seek to become accredited. National public health department accreditation has been developed because of the desire to improve service, value, and accountability to stakeholders.

Accreditation provides a means for a department to identify performance improvement opportunities, to improve management, develop leadership, and improve relationships with the community. The process is one that will challenge the health department to think about what business it does and how it does that business. It will encourage and stimulate quality and performance improvement in the health department. It will also stimulate greater accountability and transparency.

Accreditation documents the capacity of the public health department to deliver the three core functions of public health and the Ten Essential Public Health Services. Thus, accreditation gives reasonable assurance of the range of public health services a department should provide. Accreditation declares that the health department has an appropriate mission and purpose and can demonstrate that it will continue to accomplish its mission and purpose.

**Minimum
Qualifications:**

Completion of a bachelor's degree in a related field, plus previous experience in emergency response procedures and protocols, and an equivalent combination of training, education, and/or experience. Must be able to work with a diverse group of professionals; manage timelines; and achieve great attention to detail. Must possess superior writing skills and ability to organize written communication to public and private partners. Must hold a valid Ohio Driver's License, have use of a reliable, safe vehicle for work use and maintain current automotive insurance coverage.

**Key Competencies:
Analytical/
Assessment Skills:**

- Knowledge of the core functions and essential services of public health, public health principles and disease process.
- Knowledge of federal, Ohio State and local environmental regulations that are applicable to a practitioner in a local public health agency.
- Knowledge of code enforcement techniques and evidence gathering.
- Knowledge of safety procedures for handling hazardous materials.
- Knowledge of regulatory and technical monitoring and investigation methods.
- Knowledge of valid sample procedures and protocol.
- Demonstrates basic mathematical calculations.
- Demonstrates effective written and oral communications, including conveying technical information to non-technical community members.
- Demonstrates ability to interpret and apply public health protection regulations.
- Knowledge of conflict resolution techniques and its applications.
- Demonstrates ability to work independently and in teams.
- Demonstrates basic knowledge and use of computerized data management systems.
- Demonstrates knowledge of and usage of field equipment.
- Knowledge of emergency preparedness - at home, work and in the community.
- Possesses organizational skills.
- Customer service skills – in person and via telephone (discretion, patience, etiquette,

**Policy Development
Program Planning
Skills:**

- professionalism).
- In collaboration with the CCPH management team, oversees the development of the Community Health Assessment, Community Health Improvement Plan, and the Strategic Plan.
- Oversees the development and implementation of the CCPH Quality Improvement and Performance Management processes.
- Develops and maintains a database of documents that demonstrates conformity to PHAB accreditation standards and measures.
- Act as a liaison between CCPH and other agencies that are contributing to the accreditation process.
- Collaborates in the development, implementation and evaluation of long- and short-range policies, procedures, plans and programs for environmental public health and emergency preparedness in Crawford County
- Collaborates in and contributes to individual, team, and Departmental performance management, quality improvement and evaluation activities
- Collaborate with other agencies, including but not limited to, local health care providers, hospitals, law enforcement agencies and emergency management, to maintain and update the public health/medical annex
- Develop plan to update local health department emergency contact information (24/7) within local emergency management plans
- Coordinate local public health department protocols for mass distribution of medical and pharmaceutical supplies with local emergency management plan
- Participate in local emergency management table-top and functional exercises to test effectiveness of public health/medical annex.

**Communication
Skills:**

- Communicates in writing and orally, in person, and through electronic means, with linguistic and cultural proficiency
- Applies communication and group dynamic strategies in interactions with individuals and groups
- Ensures that the public health organization seeks input from other organizations and individuals
- Ensures a variety of approaches are considered and used to disseminate public health information
- Educates local and state policy makers and community stakeholder on public health issues

**Cultural
Competency Skills:**

- Delivers targeted, culturally-appropriate information to help individuals and groups understand local environmental public health policies, regulations and code and emergency preparedness policies and procedures.
- Utilizes appropriate methods for interacting effectively and professionally with persons of all ages and from diverse cultural, socioeconomic, educational, racial, and ethnic backgrounds, sexual orientations, lifestyles and physical abilities. Examples of methods may be: one on one, group sessions, media interviews, story boards, website and face book

Community

- Provides emergency preparedness and accreditation information, interpretation,

Dimensions of Practice Skills:

technical assistance and regulatory compliance advice to individuals, groups industry organizations, the general public and other agencies regarding local public health policies, and identified public health problems

- Provides orientation to staff, students and other health and human service professionals in the community regarding environmental public health practices
- Contributes to a work environment that fosters ongoing educational experiences regarding public health for colleagues, nursing and other health-related students, healthcare professionals and members of the community

Public Health Sciences Skills:

- Provides health education and technical assistance to individuals and/or groups regarding compliance with current local public health recommendations, regulations and policies
- Collaborates in the development and delivery of programs and activities that promote health and prevent disease, in settings including, but not limited to homes, community organizations and businesses, schools, and the community in general
- Participates in response teams to prevent, minimize, and contain adverse health events and conditions resulting from communicable diseases; food-, water-, and vector-borne outbreaks; chronic diseases; environmental hazards; injuries; and health disparities
- Collaborates in the development of and contributes to individual, team, and Departmental quality improvement, performance management and evaluation activities
- Incorporates the Core Public Health Functions and Ten Essential Services of Public Health into the practice of the public health sciences
- Due to the need for all Health Department personnel to respond to public health emergencies, the employee must be assessed for his/her ability to meet the physical demands of performing the following activities:
 - Must be able to be fitted and wear NIOSH 95 mask.
 - Engage in the following movements: Climbing, balancing, stooping, kneeling, crouching, reaching, standing, walking, lifting, fingering, grasping, feeling and writing and repetitive motions.
 - Exert up to 30 pounds of force occasionally, and/or a negligible amount of force constantly to move objects.
 - Hearing ability sufficient enough to communicate with others effectively in person and over the phone.
 - Visual ability must be sufficient enough to read typewritten documents, computer screen and drive a car.

Financial Planning and Management Skills:

- Collaborates in activities such as time studies that contribute to the development of budgets and the efficient use of resources

Leadership and Systems Thinking Skills:

- Adheres to applicable Occupational Safety and Health Administration standards, such as those concerning exposure to blood borne pathogens, toxic substances, airborne pathogens or exposure to other hazards during routine assignments or assignments during public health emergencies
- Contributes to a work environment where performance management, continuous quality improvements in service and professional practice are pursued
- Assumes responsibility for own professional growth and development by pursuing

- education, participating in professional committees and work groups
- Promotes mentoring, peer advising, coaching or other personal development opportunities for the public health workforce, including him or herself

Work Environment:

- General office setting in health department facilities, as well as community sites including clients' homes, businesses, or other workplaces.
- Work performed in the community is sometimes subject to conditions that range from inclement weather to dangerous conditions such as snow/ice, cold, heat, noise, wetness/humidity, sudden temperature changes, and poor illumination at the job site or due to travel on the job. Travel to and from field locations may subject worker to increased risk of driving hazards. Community locations may subject worker to communicable diseases, insects and other disease vectors, toxins, hazardous materials, chemicals and animals.
- In all settings, employees in this classification may occasionally need to relate to members of the public who exhibit challenging, atypical or hostile behaviors and/or communication.

Physical Demands:

- The physical demands described herein are representative of those that must be met by an employee to successfully perform the essential functions of the position. While performing the duties of this position it is regularly required to sit and write, to operate a computer and printer, fax machine, photocopier, calculator and use telephone communication devices. The employee must be able to sit and drive a car to transport him/herself to meetings or other offices. Must be able to walk around the office, up and down stairs, and be able to do light lifting.

Confidentiality:

- CPH employees may have access to or be required, as part of the duties of this job, to view, use, and/or be aware of certain protected health information or other facts about individuals that are of a highly personal and confidential nature. Employees must follow and adhere to all HIPAA and CPH confidentiality and privacy policies and practices. Employees may also be required to follow additional confidentially policies or practices required by certain programs or business units.

Safety:

- CPH promotes a safe work environment. Employees must follow all safety policies and procedures to ensure an accident-free workplace.

Mental Demands:

- Must be able to assume a wide range of responsibilities, to work with staff who vary in their work styles, and to work under pressure. Willingness to work irregular/extra hours, evenings, weekends, and travel in or out of state as necessary. Provide timely response to requests and deadlines. Receive, process, and provide visual, verbal, and written information.

Job Performance Evaluation:

- The employee will be evaluated at least annually, but more often if performance warrants it.

The above statements are intended to describe the general nature and level of work being performed by people assigned to this position. They are not intended to be interpreted as an exhaustive list of all responsibilities, duties, and skills required of personnel assigned to this position.

This position description has been reviewed with me.

Employee:

Name	Title	Date
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Supervisor:

Name	Title	Date
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