

**Walla Walla County
Position Description**

JOB TITLE: Program Coordinator, Emergency Preparedness
DEPARTMENT: Department of Community Health
REPORTS TO: Environmental Health Manager
PAY GRADE: 6; Full-time (40 hours /week); FLSA non exempt; Benefits Apply

JOB SUMMARY: Perform program planning, development, and coordination to organize and maintain emergency preparedness programs, grant-funded services and services supported by local funding sources that relate to emergency preparedness, in Walla Walla County. The position involves serving at the Local Emergency Response Coordinator (LERC) for the Walla Walla County, acting as the area's primary point of contact with the Department of Health (DOH) emergency preparedness and response program. This role includes representing the area in the development of deliverables related to Public Health Emergency Preparedness and Response (PHEPR) funding contracts, and in overseeing the timely submission of reports to the DOH emergency preparedness office as required by contract deliverables. In the event of an actual emergency, the LERC is responsible for working with local health department leadership and the area's emergency preparedness partners to respond effectively to the public health aspects of the emergency. Depending on the nature of the emergency, this could involve serving as Incident Commander or in another Incident Command System role on behalf of one or more of the local public health jurisdictions.

SUPERVISORY RESPONSIBILITIES: May supervise program assistant and/or student interns as appropriate.

ESSENTIAL FUNCTIONS:

- Develop, implement, and evaluate community health programs based on community needs and on general public health goals and objectives.
- Write program proposals and reports that clearly describe needs, goals, objectives, methods, and performance criteria.
- Document program activities and accomplishments.
- Manage program budgets.
- Provide leadership to local stakeholders within the area on public health and human services issues related to emergency preparedness and response.
- Collaborate effectively with other community health staff members and managers on the delivery of community health programs.
- Collaborate effectively with community partners such as local health professionals, and with representatives of other organizations such as the Washington State Department of Health, to develop and implement community health programs.
- Provide effective presentations on community health issues and programs to members of the community and to groups of health professionals.
- Compose clear and effective written materials for professional and lay audiences on community health issues.
- Develop and implement program evaluation activities as an integral part of community health programs.

- Collect, analyze, and effectively present information on community health problems, needs and indicators.
- Effectively use on-line and other resources to maintain a current evidence-based understanding of how emergency preparedness shall be incorporated into other programs within the Department of Community Health.

EXAMPLES OF DUTIES:

- Update local emergency preparedness plans, as needed, or required.
- Represent Walla Walla County in local and state emergency preparedness collaboratives and meetings.
- Utilize evidence-based practices to plan and implement new services, identify, research, and analyze trends.
- Perform research analysis as needed for contractual obligations or projects.
- Collaborate with departmental management and staff to develop and maintain internal policies and procedures.
- Perform other related duties deemed necessary to the effectiveness of Walla Walla County Department of Community Health programs.
- Provide related technical support services to Walla Walla, Columbia, and Garfield Counties

EQUIPMENT TO BE USED General office equipment, including computers, printers, fax machines, postal meter, copiers, 10-key calculators, laptop or computer workstation and related software, multi-line phone systems, voice mail, email, and cell phones.

WORKING ENVIRONMENT/PHYSICAL ABILITIES: The working environment includes activities in multiple department venues. Physical abilities required for this position are ones typically related to office and field operations, sitting, standing, bending, reaching, and lifting up to 20 pounds. Manual dexterity and visual acuity to operate computers, other office equipment, accessing file cabinets both on and off site, and sufficient hearing and speech ability to communicate verbally, and the ability to drive a motor vehicle.

KNOWLEDGE AND ABILITIES:

- Broad knowledge of principles, practices, current developments, and techniques related to the occurrence, control, and prevention of infectious and chronic diseases.
- Broad knowledge of the principles and practices of public health.
- Broad knowledge of conducting health surveys.
- Ability to gather, organize and present facts and statistical data in a clear, concise, and logical manner, both orally and in writing.
- Ability to work in Windows computing environment.
- Ability to exercise initiative, tact, discretion, and judgment in carrying out work.
- Ability to maintain effective working relationships with staff, other health district/departments, colleagues, public and private officials and community groups, and the general public.

EDUCATION, EXPERIENCE AND TRAINING:

- Master's degree from an accredited college or university in Social Services, Public Health, Health Education, or other closely related field, and two years of relevant experience; or
- Bachelor's Degree from an accredited college or university in Social Services, Public Health, Health Education, or other closely related field, and a minimum of five (5) years of relevant experience; or

- Combination of education and experience which would provide the desired knowledge, skills, and training to meet the requirements for the position.

LICENSES AND OTHER REQUIREMENTS:

- This individual **MUST NOT** use tobacco in any form or smoke “electronic cigarettes”.
- Maintain professional continuing education.
- Maintain the principles of confidentiality.
- Maintain a current driver’s license and vehicle insurance.
- Access to a vehicle during work hours.
- Provide documentation of immunization status, proof of immunity to vaccine preventable diseases, or sign an exemption and participate in the employee health program.
- Must successfully pass a background check and a driving record check.

**THIS POSITION DESCRIPTION DOES NOT CONSTITUTE A CONTRACT FOR
EMPLOYMENT**