

ROWAN COUNTY HUMAN RESOURCES

JOB DESCRIPTION

Job Title: Preparedness Coordinator (PTB)
Department: Health
Revised: September 2020

Class: Professional
FLSA: Non-exempt

This job description supersedes any prior description for the PTB Preparedness Coordinator classification.

GENERAL DESCRIPTION

Highly responsible professional level work in strategic planning, assessing, developing, implementing, and evaluating activities in the Health Department to ensure local readiness, interagency collaboration, and preparedness for bio-terrorism, infectious disease outbreaks, and other public health threats and emergencies. Responsible for evaluation of the current Quality Assurance/Quality Improvement/Utilization Review process and outcomes and recommends and/or designs a performance improvement plan that cost effectively addresses identified needs and ensures expected quality outcomes. Work also involves assessing the Health Department's pharmacy, its policy and procedures, and developing recommendations to assure compliance with North Carolina pharmacy law. Work is performed under the general supervision of the Public Health Nursing Director, and in coordination with the Personal Health Services Management Team, and is reviewed and evaluated through analysis of reports received and through periodic conferences.

ESSENTIAL JOB FUNCTIONS (Any one position may not include all of the duties listed, nor do the listed examples include all tasks which may be found in positions of this class.)

Provides strategic leadership, direction, implementation, coordination and assessment of activities to ensure local readiness, interagency collaboration, and preparedness for bio-terrorism, outbreaks of infectious disease, and other public health threats and emergencies.

Manages the CDC Strategic National Stockpile (SNS) at the local level by planning exercises to include the reception of materials at the County's local distribution site, distribution to hospitals and dispensing sites within the County, and dispensing of pharmaceuticals to affected personnel.

Develops, maintains, and updates the Rowan County Strategic National Stockpile Plan, Rowan County Pandemic Influenza Plan, and local Smallpox preparedness and response activities and plan.

Develops risk communication procedures and protocols including development of information for the public on how and who to contact about a disease outbreak or other public health disaster.

Plans, conducts, and evaluates preparedness exercises involving the Rowan County Health Department, local health care professionals, first responders, and other partner agencies.

Ensures National Incident Management System (NIMS) compliance through proper training and preparation.

Conducts personal protective equipment (PPE) fit testing training and fit tests Rowan County Health Department employees as outlined in the NC Preparedness and Response Agreement Addendum for N95 respirator masks.

Performs work during emergency, disaster and/or communicable disease situations/outbreaks 24 hours per day/7 days per week.

Job Title: Preparedness Coordinator
Page : 2

Assists in the identification and recruitment of appropriate community collaborators, and local, state, and federal agencies to participate in health planning and evaluation activities.

Identifies financial resources targeted to agency and community strategic goals and writes and/or participates in the writing of grants and proposals.

Conducts research on targeted topics and provides written policy and procedure recommendations to agency leadership; develops and presents written reports and studies to a variety of community groups.

OTHER JOB FUNCTIONS

Performs related duties as required.

Management reserves the right to add or amend duties at any time.

KNOWLEDGE, SKILLS, AND ABILITIES

General knowledge of Public Health principles, practices, and procedures.

General knowledge and skills in the use of education/training principles.

Skill in problem solving and decision-making and the ability to work independently.

Skill in working disaster/emergency response and incident management.

Skill in the use of computers and applicable software.

Ability to assess, plan, develop, implement, and evaluate using a variety of methodologies.

Ability to establish and maintain effective working relationships with community and governmental agencies and the general public.

Ability to communicate effectively both orally and in writing.

PHYSICAL REQUIREMENTS

Work is primarily sedentary in nature. Physical requirements include sitting for extended periods of time, walking, bending, stooping, and lifting books and files of approximately 35 lbs or less. Work may include extended periods of time viewing a computer video monitor and/or operating a keyboard. Employee must be able to maneuver in tight places such as the crawl space under a building, climb ladders, step over obstacles, and step on and off machinery, etc. Work may include both indoor and outdoor activity where employee is exposed to elements of nature: cold, hot, rain, snow, sleet, ice, etc. Work may include operation of a motor vehicle. Employee may be exposed to hazardous chemicals, smoke, or potentially hazardous or volatile situations.

EXPOSURE CONTROL

Work is likely to cause direct contact with blood or other body fluids to which universal precautions apply. Personal protective equipment should be available and worn.

Job Title: Preparedness Coordinator
Page : 3

MINIMUM EXPERIENCE AND TRAINING

Bachelor's Degree from an appropriately accredited institution in Health Administration, Health Education, Public Health, Business Administration, Nursing or other health field and at least two years of work experience in public health administration and/or planning, management, and evaluation; or an equivalent combination of training and experience; Master's Degree and bilingual Spanish skills preferred. A valid driver's license is required.

**This job description does not create an employment contract,
implied or otherwise.**