



**PUBLIC HEALTH
PROGRAM COORDINATOR**

Jurisdiction Class:	Competitive
Civil Division:	County
Adopted by PO:	9/10/2015
Revised by PO:	1/14/2019
Revised by PO:	2/13/2019
Revised by PO:	10/15/2021

DISTINGUISHING FEATURES OF THE CLASS:

This position involves responsibility for planning, developing, administering and coordinating Yates County Public Health's Emergency Preparedness and Response program. Duties include program development, implementation and evaluation. The incumbent is responsible for preparing statistical and technical reports for projects and is responsible for reporting to funders regarding work plan deliverables. The work is performed under the general supervision of the Deputy Director of Public Health Nurse and the Director of Public Health, with leeway allowed for use of independent judgement. Supervision is exercised over various subordinate professional, technical and clerical personnel. Does related work as required.

TYPICAL WORK ACTIVITIES: (Illustrative Only)

Develops, implements and evaluates the day to day operational activities of the County's Public Health Emergency Preparedness Response Plan;

Convenes and conducts meetings of the Department staff and/or partnering agencies to explore and define roles and responsibilities of individuals, providers and organizations in response to public health emergencies;

Provides ongoing evaluation of and updates the Public Health Emergency Preparedness Plan and attachments as indicated in collaboration with other agencies, health care providers, regional and state partners, to assure a coordinated and efficient response to an event;

Serves as the liaison between the New York State Department of Health, community organizations and intra-agencies in interpretation, presentation and dissemination of information regarding policies, plans, protocols and procedures;

Provides staff training in preparation for and during an emergency response;

Serves as a specialized consultant regarding infection control protocols and procedures;

Responds to community public health emergencies as needed, mitigating the circumstances as needed;

Plans an ongoing communication system of all entities involved with a back-up plan for redundancy, and tests periodically to ensure adequacy;

Initiates and develops the active participation and cooperation of various professional groups, governmental bodies, volunteer agencies, citizen's groups and educational institutions in the development of the program;

Coordinates the Medical Reserve Corps.;

Coordinates preparations to request, receive, store, manage and rapidly disperse medical countermeasures through closed and open Points of Distribution

Maintains all necessary documentation including minutes of meetings, and after action reports for drills, exercises and Events;

Prepares and submits all necessary reports, data and plans as requested by New York State Department of Health or additional funders;

Attends and participates in conferences, community meetings, and regional exercises as appropriate for position;

Assists in the preparation and distribution of emergency preparedness information for the general public;

Performs other duties as assigned.

FULL PERFORMANCE KNOWLEDGE, SKILLS, ABILITIES AND PERSONAL CHARACTERISTICS:

Participates in community assessment; can distinguish between quantitative and qualitative data, understands incidence and prevalence, knows how to access basic public health data and information;

Identifies the health status of populations and their related determinants of health and illness;

Participates in the analysis of data to identify trends, health problems, environmental health hazards, and social or economic conditions that adversely affect the public's health;

Adheres to ethical principles in the collection, maintenance, use, and dissemination of data and information;

Understands how policy options can influence public health programs;

Collaborates in the development, implementation and evaluation of evidence-based public health practices and programs with team members and partnering agencies;

Applies strategies for continuous individual and departmental performance management and quality improvement;
Delivers linguistically and culturally appropriate information to target audiences including individuals, population groups, policy makers and governing bodies, using a variety of approaches;
Working knowledge of the Incident Command System and ability to function within it;
Maintains partnerships with key stakeholders and collaborates with community partners to promote the health of the population including all hazards preparedness and response;
Applies basic public health sciences (biostatistics, epidemiology, and environmental health, social and behavioral health) to public health policy development and programs;
Good working knowledge of relevant federal, state, and local laws, codes and rules and regulations pertaining to Emergency Preparedness and Infection Control;
Adheres to the organization's policies and procedures, and participates in activities which contribute to the development of budget priorities and the efficient use of resources;
Participates in the reporting of program performance;
Demonstrates knowledge of applicable infection control techniques and practice applicable for emergency response;
Adheres to applicable Occupational Safety and Health Administration standards;
Contributes to a work environment where performance management and continuous quality improvement exists;
Uses individual, team and organizational learning opportunities for personal and professional development and contributes to the growth of coworkers.

MINIMUM QUALIFICATIONS:

- a) Graduation from a regionally accredited or New York State registered college or university with a Bachelor's Degree or higher; AND
- b) One (1) year of paid experience with specialization in public health, health education, nursing, emergency services, emergency planning, or a related field.

SPECIAL REQUIREMENTS:

- a) Possession of a valid New York State Operator's license at the time of appointment, and maintenance of such license throughout the tenure of employment in the position.
- b) Must be able to be fitted and wear NIOSH 95 mask.