



EMERGENCY PREPAREDNESS COORDINATOR

Jurisdiction Class: Competitive
Civil Division: County
Adoption by PO: 09/11/2017
Revised by PO: 03/15/2022
Revised by PO: 06/03/2022

DISTINGUISHING FEATURES OF THE CLASS:

This position involves responsibility for planning, developing, and coordinating the Yates County Public Health's Emergency Preparedness and Response program and the delivery of Emergency Medical Services in Yates County. Duties include community needs and resource assessment, 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 Director of Public Health and the Emergency Management Director, with leeway allowed for use of independent judgement. Supervision is exercised over various subordinate professional, technical and clerical personnel. Performs related work as required.

TYPICAL WORK ACTIVITIES: (Illustrative Only)

Develop, implement and evaluate the day to day operational activities of the County's Emergency Preparedness programs;
Provides ongoing evaluation of and updates the Public Health Emergency Preparedness Plan and attachments to ensure a coordinated and efficient response;
Convene and conduct 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;
Serve 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;
Coordinates initial and ongoing training and educational programs for staff and volunteers for emergency response;
Coordinate preparations to request, receive, store, manage and rapidly disperse equipment and supplies for training, exercises and emergency response;
Assists the office of emergency Management Director in maintaining the County's inventory of personnel; equipment, including the support trailers; and other resources;
Maintains all appropriate records, contracts, and necessary documentation including minutes of meetings, and after action reports for drills, exercises and events;
Pursues additional sources of funding, and prepares and submits all necessary reports, data and plans as requested by New York State Department of Health or additional grant funders;
May serve as the certified County Code Enforcement Officer reviewing and approving permits for construction, performing regular operational inspections in accordance with and enforcing New York State Uniform Fire Prevention and Building Code, the Energy Code of the State of New York, any pertinent County Local Law;
Serves as a specialized consultant regarding infection control protocols and procedures;
Attends and participates in conferences, community meetings, and regional exercises as appropriate for position, including but not limited to FLREMS, REMAC, Yates EMS Advisory Council, and Regional HEPC;
Organize and set up training drills and exercises;
Respond to public health or EMS emergencies as needed, mitigating the circumstances as needed;
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 programs and methods to increase participation and to increase community preparedness;
Provides information to the community through pamphlets, newsletters, electronic media, coverage in news media and speaking at various community meetings;
Develop and carry out methods for ongoing recruitment and retention of volunteers for EMS, Medical Reserve Corp (MRC) and the County Animal Response Team (CART);
Course Sponsor Administrator for County EMS Classes;
Performs other duties as assigned.

FULL PERFORMANCE KNOWLEDGE, SKILLS, ABILITIES AND PERSONAL CHARACTERISTICS:

Thorough knowledge of Public Health principles and skill in their application to community health programs in the area of the Public Health Emergency Preparedness and Response Plan;
Working knowledge of the Incident Command System and ability to function within it;

Good knowledge of relevant federal, state, and local laws, codes and rules and regulations pertaining to Emergency Preparedness, Infection Control and Emergency Medical Services;
Good knowledge of community and human services agencies in the county;
Adept in use of software including Word, Excel, and publisher and in internet and social media use;
Ability to assemble, organize and present information clearly in oral, written and electronic form appropriate to the target Audience;
Ability to establish and maintain effective working relationships with both professional and non-professional personnel, volunteers and community representatives;
Basic program planning and evaluation skills;
Physical condition commensurate with demands of the position including the ability to be fitted for and wear NIOSH 95 Respirator;

MINIMUM QUALIFICATIONS:

- a) Graduation from high school; or possession of a high school equivalency diploma; AND
- b) Graduation from a regionally accredited college or university or one accredited by the New York State Board of Regents to grant degrees with a Bachelor's Degree or higher in nursing, Health Education, Emergency Service or a health related field; OR
- c) Graduation from a regionally accredited college or university or one accredited by the New York State Board of Regents to grant degrees with an Associate's Degree in Emergency Services, Healthcare Management or a health related field; AND at least four (4) years of work experience in emergency services; OR
- d) Eight (8) years of work experience in emergency service, with at least one (1) year having been paid work experience in an emergency room or as a pre-hospital care provider.; OR
- e) Any equivalent combination of experience and training as indicated in (b), (c) and (d) above.

SPECIAL REQUIREMENTS:

- a) Possession of a valid New York State Driver's license is required at the time of appointment, and such license must be maintained in good standing throughout the tenure of employment in the position;
- b) Must be able to be fitted for, and wear a NIOSH 95 mask.