

Middletown, CT Job Description

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| Classification Title | Public Health Emergency Preparedness Coordinator |
| Job Code | |
| Department | Health |
| Union Group | AFSCME 466 |
| FLSA Status | |
| Pay Grade | |

PURPOSE OF POSITION

The purpose of this position is to develop public health emergency preparedness plans and protocols. plan and coordinate health activities, to research and present health information to groups at high risk for certain health problems, and to apply for grants and prepare related reports. The position functions as the Emergency Response Coordinator. The work is performed under the direction of the Director of Health/Vital Statistics.

ESSENTIAL DUTIES & RESPONSIBILITIES

The intent of this job description is to provide a representative summary of the major duties and responsibilities performed by incumbents of this job. Employees may be requested to perform job-related tasks other than those specifically presented in this description.

- Plans and coordinates health education activities; prepares reports brochures and related materials to publicize classes and activities. Writes and updates public health emergency response plans. Develops medical countermeasure plan for Mass Dispensing Area 36.
- Prepares disease prevention and health risk reduction programs; coordinates programs within the department and with other departments and agencies. Prepares grants for Health Department. Researches federal and state website to find appropriate grants. Writes the request for proposal when appropriate.
- Performs research into health information; prepares and conducts presentations to high-risk groups regarding preventive and other health care. Develops protocols for Mass Dispensing Area 36 to receive the Strategic National Stockpile. Writes security, communication and dispensing plans and protocols for opening Points of Dispensing.
- Performs functions as the Emergency Response Coordinator. Participates in Bioterrisum planning for the regional area. Coordinates Medical Reserve Corps. Recruits and retains volunteers. Schedules meetings and training. Updates and maintains memberships.
- Prepares the local Bioterrisum plan. Assists Fire and Police on emergency responses. Acts as Planning Section Chief for Mass Dispensing Area 36 exercises.

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- ~~Perform research into available funding sources and grants; applies for grants and writes narrative and creates grant budgets; prepares related reports; performs quality assurance activities as required. Obtains bid information for purchasing of equipment through grant awards. Develops recommended health subjects for the elderly population. Researches and analyzes health data on senior subjects. Translates data into presentations for the elderly population.~~
- ~~Acts as supervisor/coordinator of State defined medical Regional Commissions such as but not limited to CAT (Community Action Team) and FIMR (Fetal Infant Mortality Review Grant).~~
- ~~Compiles, collates and organizes health data; organizes statistical data on trends for health in the City.~~
- ~~Plans and coordinates the annual Middletown Health Fair. May act as the ERG (Emergency Response Coordinator the the Middletown Health Department) and as the liaison between the City of Middletown Health Department and the Connecticut Associatio of Director's of Health.~~
- ~~Attends Committee meetings as required.~~
- ~~Responds to citizen inquiries and requests for information.~~
- Perform other related duties as assigned.

MINIMUM JOB QUALIFICATIONS

Education and Experience

Bachelor's degree in Public Health or Nursing with one year of related experience or any combination of education and experience that provides equivalent knowledge, skills and abilities.

Appropriate education substitutions can be made.

Other

- Position requires a Registered Nursing License. Ability to obtain FEMA certification in basic emergency management, and management of radiological emergencies.

PREFERRED QUALIFICATIONS

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None.

KNOWLEDGE, SKILLS, and ABILITIES

- ~~Requires the a~~Ability to perform mid-level data analysis including the ability to audit, deduce, assess, conclude and appraise. Requires discretion in determining and referencing such to established criteria to define consequences and develop alternatives.
- ~~Requires the ability to provide first line supervision. Ability to persuade, convince, and train others. Ability to advise and provide interpretation regarding the application of policies, procedures and standards to specific situations.~~Knowledge of National Incident Management System
- ~~Requires the a~~Ability to utilize a wide variety of reference, descriptive, advisory and/or design data and information such as budgets, grants, health and statistical data, bioterrisum information, reports, web sites, instruction materials, brochures, policies, procedures and non-routine correspondence.
- ~~Requires the ability to communicate orally and in writing with the Director and all department personnel, other City departments and agencies, funding sources, vendors, clients, federal, state and local officials, the media and the public.~~Knowledge of public health emergency response
- ~~Requires the ability to perform addition, subtraction, multiplication and division; calculate percentages and decimals and utilize statistics; may require the ability to perform mathematical operations with fractions.~~Knowledge of Centers for Disease Control criteria for Mass Dispensing Area 36 Medical Counter Measures plan
- Knowledge of grant writing
- Ability to Relate to and interact with a non-traditional and diverse student and employee population
- Ability to Work independently
- Ability to Apply listening and interview skills, work under pressure, address conflict, solve problems, and make sound split-second judgments
- Ability to Read, analyze, and interpret standards, policies, procedures, and regulations
- Ability to Develop and write reports, policies, and correspondence
- Ability to Handle common inquiries or complaints

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- Ability to Work with mathematical concepts such as probability and statistical inference
- Ability to Define problems, collect data, establish facts, and draw valid conclusions
- Ability to Interpret an extensive variety of data and instructions in written, oral, schedule, mathematical, or diagram form and deal with several abstract and concrete variables
- Ability to Perform mathematical computations such as addition, subtraction, multiplication, division. Calculate percent distributions, increase rates, and similar computations.
- Ability to Exercise good judgment and focus on detail as required by the job
- Ability to Operate standard office equipment, such as computer keyboards and monitors, copiers, scanners, and telephone
- Ability to Use (or learn to use) computer software and systems applicable to the position
- Ability to Follow oral and written instructions and procedures
- Ability to Collect, organize, and interpret data and prepare accurate records
- Ability to Compare data from a variety of sources for accuracy and completeness
- Ability to Organize large volumes of detailed data and information
- Ability to Verify and maintain accuracy of detailed data and information, detect data errors
- Ability to Meet schedules and deadlines of the work unit
- Ability to Communicate in English effectively orally and in writing
- Ability to Maintain well-organized materials, files, systems and tools
- Ability to Aadapt to changes in work situations and priorities
- Ability to Reason/analyze; use logic to identify and resolve problems
- Ability to Evaluate, organize, and summarize data and information
- Ability to Establish and maintain constructive and cooperative interpersonal relationships with staff, peers, supervisors, or managers in the work unit and other departments, as well as with staff of outside entities and other individuals, as applicable to the essential duties and responsibilities

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- ~~Ability to S~~satisfyies the needs of internal and external customers accurately and promptly, treating customers with fairness and respect.

PHYSICAL REQUIREMENTS

- ~~Requires the ability to operate, calibrate, tune and synchronize, and perform complex rapid adjustment on equipment, machinery and tools such as a computer and other office machines, medical instruments, and/or related materials used in performing essential functions.~~
- ~~Ability to coordinate eyes, hands, feet and limbs in performing skilled movements such as rapid keyboard use.~~
- ~~Tasks involve the ability to exert light physical effort in sedentary to light work, but which may involve some lifting, carrying, pushing and pulling of objects weighing five to ten pounds. Higher requirements may be applicable in an area crisis.~~
- ~~Requires the ability to recognize and identify similarities or differences between characteristics of colors, shapes and sounds associated with job-related objects, materials and tasks.~~

Exerting up to 10 pounds of force occasionally, a negligible amount of force frequently, and/or or constantly having to lift, carry, push, pull or otherwise move objects, including the human body. Sedentary work involves sitting most of the time. Jobs are sedentary if walking and standing are required only occasionally and all other sedentary criteria are met.

WORKING CONDITIONS

The working conditions described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

- ~~Ability to work under safe and comfortable conditions where exposure to environmental factors is minimal and poses a very limited risk of injury.~~

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- ~~• Ability to face extremely serious conditions where exposure to environmental factors is great and pose a serious risk of injury during emergency situations.~~

Position requires stooping, kneeling, crouching and reaching.

The City of Middletown, CT is an Equal Opportunity Employer. In compliance with the Americans with Disabilities Act, the City will provide reasonable accommodations to qualified individuals with disabilities and encourages both prospective and current employees to discuss potential accommodations with the employer.

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| Date created: | 03/12/15 |
| Dates revised | |