



UMATILLA COUNTY
POSITION DESCRIPTION



Department: UCo Health
Position Title: Public Health Emergency Preparedness (PHEP) Coordinator

Employee Name: _____

Effective Date: _____

Job Series:	C	Salary Range:	23
Union Covered:	Yes	BOLI Exempt:	No

GENERAL DESCRIPTION OF POSITION

Lead implementation of UCo Health’s Public Health Emergency Preparedness (PHEP) program. Collaborates with community and statewide partners in the development and implementation of local, system, and environmental planning activities; to prepare for and respond to emergency situations. Works closely with local governments, businesses, health care, and social service organizations to promote planning and response activities. Develops and maintains community connections throughout Umatilla County, and utilizes coalition development, volunteer recruitment, and resource development for successful implementation of PHEP program goals.

SUPERVISORY RELATIONSHIPS

- Works under the direct supervision of the Environmental Health Supervisor.
- Supervision of employees is not a responsibility of this position, but may direct and oversee the work of other team members, students and volunteers.

PRINCIPAL DUTIES OF POSITION

- Developing, implementing and monitoring progress for the PHEP grant; collaborating with local and statewide partners to set goals for program success and evaluating existing plans. (EE)
- Assisting businesses, local governments, and community partners in response planning activities; assisting with exercises as appropriate; *workshops, table tops, full scale exercises, etc.* (EE)
- Promote awareness through social media and other avenues. (EE)
- Develop and submit written plans in a timely manner and in conformance with any OHA requirements, which may include monthly, quarterly, and annual reports; prepare minutes, agendas, memos, correspondence, and narrative reports as required. (EE)
- Function as a designated “Emergency Support Function 8” representative for UCo Health. (EE)
- Participate in occasional after hours or weekend events as needed, to include: conferences, community meetings, workshops, media events, and public health emergencies. (EE)

- Responsible for developing work plan in coordination with Oregon Health Authority, and responsible for ensuring activities in the work plan are completed by required timelines. (EE)
- Maintain updates for all of UCo Health's preparedness planning documents; *All Hazards Base, Annexes to base plan, Continuity of Operations, etc.* (EE)
- Coordinate closely with Umatilla County Emergency Management when responding to Public Health Emergencies. (EE)
- Assist in outreach of hard-to-reach populations to obtain input for planning activities and to increase UCo Health's level of cultural competency as an organization. (EE)

OTHER DUTIES OF POSITION

- Actively promote the mission of the Department. (EE)
- Assist as needed with grant applications and the acquisition for other UCo Health projects. (EE)
- Accreditation duties: actively participate as an accreditation team member, maintain a basic knowledge of Quality Improvement (QI) based on the Plan-Do-Check-Act (PDCA) model, and actively serve on QI teams and/or identify processes for improvement, as assigned. (EE)
- Other duties as may be assigned. (EE)

REQUIREMENTS FOR POSITION

Minimum Requirements:

- Baccalaureate degree in public health, health education, public administration, emergency management, or related field.
- Experience in public speaking, to include delivering impromptu and prepared presentations to stakeholder groups.
- Knowledge of public health practice and community health development to include assessment, planning, implementation and evaluation; ability to organize partnerships, exercise initiative, communicate orally and in writing in a clear, concise and effective manner; utilize word processing software and the Internet with a high level of competence; and maintain excellent interpersonal relationships within culturally diverse populations.
- Ability to be intuitive and work independently and as part of a team.
- Current and valid Oregon driver's license.
- Ability and availability to work outside normal working hours to include evening and/or out-of-county meetings. Occasional overnight travel required.

Preferred Qualification:

- Graduate degree in public health, health education, public administration or related field.
- Three (3) years of progressively more responsible experience in community outreach and/or health-related program development and implementation.
- Bilingual Spanish.

PHYSICAL DEMANDS

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential job functions.

While performing the duties of this job, the employee is frequently required to walk, sit, bend, talk and hear. The employee is required to use hands to finger, handle, or operate objects, tools, or controls; and reach with hands and arms.

The employee may occasionally lift and/or move up to 25 pounds. Specific vision abilities required by this job include close vision and the ability and adjust focus.

TOOLS AND EQUIPMENT USED

Computer, including word processing, data base, Internet, and spreadsheet programs; calculator, telephone, copy machine, fax machine and postage machine.

WORK ENVIRONMENT

The work environment characteristics 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 job functions.

While performing the duties of this job, the employee works in an office environment; the employee rarely works in outside weather conditions. The noise level in the work environment is usually quiet.

This description covers the most significant essential and auxiliary duties performed but does not include other occasional work which may be similar, related to, or logical assignment to the position.

The job description does not constitute an employment agreement between the employer and the employee and is subject to change by the employer as the needs of the employer and requirements of the job change.

Employee's Signature/Date