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## Public Health Emergency Preparedness (PHEP) Coordinator

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NOVEMBER 8, 2021

**Umatilla County**

<http://www.co.umatilla.or.us/hr/>

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An Equal Opportunity Employer



# Umatilla County

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Public Health Emergency Preparedness (PHEP) Coordinator

Position # 21.68

**SALARY:** \$4,430.00/ Month - Plus Excellent Benefits

**CLOSING:** Open Until Filled- First Review November 19<sup>th</sup> (5:00pm)

**DEPARTMENT:** Public Health

## **Description:**

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.

## **Requirements:**

### *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.

\* This position under State of Oregon mandates is required to provide proof of full COVID-19 vaccination or have an approved medical or religious exception as a qualification of employment. \*

Use of Umatilla County application is MANDATORY. Anyone who qualifies for Veterans' Preference in Public Employment provided for in OAR 839-006-0435; please include proper certification (OAR

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839-006-0465) with your application. Any applicant with a disability who needs reasonable accommodation in any step of the application or hiring process to assist or to demonstrate qualifications or to perform the essential functions of the job for which the applicant is applying should inform the Human Resources Department. This job announcement is not intended to serve as a comprehensive job description. Blank applications and a complete job description can be obtained on our website at [www.umatillacounty.net](http://www.umatillacounty.net) or the Human Resources Office, Room 108. Applications will be accepted by hand delivery, mail, fax, or email to [hr@umatillacounty.net](mailto:hr@umatillacounty.net).

AN EQUAL OPPORTUNITY EMPLOYER