

SARPY/CASS

Health Department

Position Title:	Emergency Preparedness Coordinator		
Agency Unit:	Health Protection		
Reports to:	Assistant Health Director	Supervises:	None
Employment Status:	Full-time 40 hours/week	FLSA Status:	Exempt

Position Summary

The Emergency Preparedness Coordinator (EPC) promotes community resilience by leading cross-jurisdictional planning and coordination efforts to mitigate, prepare for, respond to, and recover from bioterrorism, infectious disease outbreaks, and other public health threats and emergencies. This position is responsible for planning, implementing, managing, monitoring, and reporting on the Public Health Emergency Preparedness (PHEP), Cities Readiness Initiative (CRI), and other emergency response-related programs and contracts. In addition, the EPC supports the Department's communicable disease surveillance and response activities through case investigation, surveillance, outbreak response, and disease control activities as assigned.

Essential Duties

Under general supervision, the EPC performs the following essential duties in support of the core functions and essential services of public health:

Emergency Preparedness Planning and Program Management

- Perform all activities outlined in the PHEP, CRI, and other emergency preparedness and response-related programs and contracts, ensuring Public Health Preparedness Capabilities, Healthcare Preparedness Capabilities, and Point of Dispensing (POD) standards are addressed.
- Develop plans for response to identified public health threats and emergencies.
- Review, update, and maintain the Department's emergency response plan and medical countermeasure plan, ensuring coordination and integration with local, regional, and state response plans.
- Assist in the annual update of the Sarpy and Cass County Local Emergency Operations Plan (LEOP).
- Develop and maintain a five-year training and exercise plan in accordance with Homeland Security Exercise Evaluation Program (HSEEP) guidance.
- Evaluate outcomes and effectiveness of plans and programs and recommend or implement changes as necessary.
- Provide input on program budgets.

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Coordination and Partnerships

- Establish and maintain relationships with medical, public health, and emergency response partners within Sarpy and Cass Counties, adjoining jurisdictions, and the State of Nebraska.
- Engage and include partner agencies representing vulnerable and at-risk populations in preparedness and planning efforts.
- Participate in Nebraska's Regional CRI and Health Care Coalition planning and coordination meetings.
- Participate in emergency response planning, training, and exercises with local, regional, and state response partners.

Training, Education, and Exercises

- Recruit, train, and manage volunteers to assist in the Department's public health emergency response activities.
- Train staff and conduct drills/exercises to increase departmental readiness.
- Ensure all Department staff complete required Incident Command System (ICS) and National Incident Management System (NIMS) courses and maintain training records.
- Plan and conduct public health emergency-response related workshops, presentations, and training programs for community partners.
- Prepare and disseminate emergency preparedness education materials and information that are accurate, culturally appropriate, and accessible, including brochures, press releases, and social media postings.

Data Management, Documentation, and Reporting

- Gather, organize, interpret, and maintain data for program monitoring, reporting, evaluation, and improvement.
- Write and submit reports in an accurate and timely manner.
- Complete and maintain the Department's inventory of equipment and supplies purchased through grant funding.

Communicable Disease Surveillance and Response

- Support the Department's communicable disease surveillance and response activities by conducting case investigations, interviewing cases and contacts, providing disease prevention education and isolation/exclusion guidance, and coordinating referrals and follow-up, as assigned.
- Maintain accurate and confidential disease surveillance records, complete required reporting, and assist with data collection, analysis, monitoring, and quality improvement activities in accordance with local, state, and federal requirements.

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- Conduct routine surveillance activities to identify disease trends and potential outbreaks and assist in implementing disease control measures, including contact tracing, exclusion recommendations, and community mitigation strategies during outbreaks and other public health emergencies.
- Collaborate with healthcare providers, schools, laboratories, community partners, and public health agencies to support communicable disease reporting, surveillance, and response efforts.

Operational Readiness

- Maintain availability for on-call status 24/7 to activate the Department's emergency response plan as needed.

Additional Duties

In addition to position-specific responsibilities, the employee is expected to contribute to overall Department operations and organizational effectiveness:

Organizational Engagement and Professional Conduct

- Promote and incorporate the Department's mission, vision, core values, and strategic initiatives into daily work and service delivery.
- Adhere to all HIPAA requirements and Department confidentiality and privacy policies.
- Establish and maintain effective working relationships with coworkers, stakeholders, governmental officials, and the public; address and resolve conflict in a professional manner.
- Represent the Department on committees, coalitions, community alliances, and other groups as assigned.
- Perform other duties as assigned.

Professional Development

- Maintain responsibility for professional growth by pursuing continuing education, attending trainings, courses, seminars, and conferences, and participating in professional committees or work groups, as approved.
- Contribute to a work environment that promotes continuous improvement in service quality and professional practice.
- Assist in training and orientation of new employees.

Planning, Evaluation and Quality Improvement

- Participate in needs assessments, strategic planning, accreditation activities, program evaluation, and quality improvement initiatives.
- Use data-driven decision-making to inform program priorities, goals, and objectives.



Program and Resource Support

- Develop a working knowledge of Department services and programs and provide appropriate information to the public.
- Search for funding opportunities and assist with grant proposals, work plans, and development of program goals and objectives.

Communication, Documentation and Administrative Support

- Perform computer input and retrieval using a variety of hardware and software systems.
- Prepare and maintain accurate records, reports, correspondence, and other Department documents, including mileage and time records.
- Prepare or submit materials for posting to the Department website and social media platforms, as assigned.

Emergency Preparedness and Response

- Participate in public health emergency preparedness training and respond as directed during public health emergencies.

Qualifications

Required

- Bachelor's degree from an accredited college or university in public health, emergency management, biology or social sciences, health sciences, nursing, or a related field.
- One year of public health and/or emergency response-related work experience.
- Exceptional writing and interpersonal communication skills.
- Proficiency in Microsoft Office applications.

Preferred

- Master's degree in public health.
- Experience in community planning, emergency plan development, and project coordination.
- Internship or additional work experience in public health, emergency management, emergency preparedness, or related fields.
- Fluency in both English and Spanish.
- Experience or training with database management, statistical analysis, or graphics software.

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General

- Completion of mandatory Department trainings within 30 days (NIMS/ICS, HIPAA, health equity, etc.).
- National Incident Management System (NIMS)/ICS 300 and 400 certification, when available.
- Valid driver's license and personal transportation.
- Successful criminal records check and drug screen.
- Non-tobacco user.
- Demonstrated ability to work effectively in a team environment and interact with diverse populations.
- Commitment to public health principles, including health equity and community engagement.

Knowledge, Skills and Abilities

The following knowledge, skills, and abilities are necessary to perform the duties outlined above effectively.

Public Health Knowledge

- Knowledge of the core functions and essential services of public health.
- Knowledge of program planning, implementation, and evaluation.
- Knowledge of social marketing principles, public information, mass media, and instructional methods.
- Knowledge of the functions of the Nebraska Public Health Laboratory.
- Knowledge of the geography of Sarpy and Cass Counties.
- Knowledge of vector-borne, foodborne, waterborne, and other communicable disease threats relevant to Nebraska and the Sarpy/Cass Health Department service area.

Technical and Analytical Skills

- Ability to assess, organize, and prioritize work assignments and meet deadlines.
- Ability to make professional decisions within the framework of Department policy.
- Ability to perform duties with efficiency, thoroughness, accuracy, and attention to detail.
- Ability to understand and follow verbal and written instructions.
- Ability to perform basic mathematical calculations.
- Ability to utilize public health surveillance systems, databases, and dashboards to support preparedness planning and emergency response activities.

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Communication and Interpersonal Skills

- Strong interpersonal and facilitation skills.
- Ability to communicate effectively in English, both verbally and in writing, using proper grammar, vocabulary, spelling, and punctuation.
- Ability to effectively present information, data, and statistics in both written and verbal formats.
- Ability to communicate and interact professionally and courteously with individuals of all ages and backgrounds, including those who may be upset or irate.
- Ability to reach consensus and organize/facilitate meetings with partner agencies and emergency response partners.
- Ability to communicate surveillance findings and public health risk information effectively to internal staff, healthcare partners, emergency response agencies, and the public, as appropriate.

Professional and Operational Abilities

- Ability to work independently with minimal supervision after completing training and probationary period.
- Ability to work under stressful emergency situations while maintaining composure.
- Ability to conform to scheduling demands that may include weekends, holidays, emergency call-ins, and varied days, hours, and shifts.
- Ability to operate a motor vehicle safely and in compliance with traffic laws while performing job duties.

Work Environment and Physical Requirements

Work Setting

- Primarily performed indoors in office settings, community sites, clients' homes, and workplaces; occasional work outdoors.
- May involve variable days, hours, weekends, holidays, and emergency call-ins.
- Work can be fast-paced with multiple priorities and interactions with irate or uncooperative individuals.
- Travel may expose the incumbent to inclement weather conditions within Sarpy and Cass counties.

Physical Requirements

- Requires extended periods of sitting, standing, walking, kneeling, bending, crouching, reaching, stopping, and climbing.

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- Ability to frequently lift and/or carry up to 25 lbs., and occasionally lift and/or carry up to 50 lbs.
- Frequent fine motor activity of fingers, hands, and wrists, along with gross motor movement of elbows and arms, requiring hand-eye coordination and manual dexterity.
- Required sensory abilities include vision, hearing, and touch:
 - Visual abilities (correctable to normal) include close, distance, and color vision, depth perception, and ability to adjust focus.
 - Hearing and speech within normal ranges for effective communication.

Exposure and Safety Considerations

- Duties may involve exposure to adverse socio-economic conditions, offensive odors, bloodborne pathogens, other body fluids, and infectious materials.
- Must follow proper procedures and use personal protective equipment to minimize exposure.
- All personnel must be able to wear a NIOSH-approved N95 respirator due to potential public health emergency response requirements.

Limitations and Disclaimer

- This job description is intended to describe the general nature and level of work performed. It is not an exhaustive list of all duties, responsibilities, or skills required.
- Employees may be required to perform other job-related duties as requested by the Sarpy/Cass Health Department, in compliance with Federal and State laws.
- The requirements listed represent minimum knowledge, skills, and abilities necessary to perform the job successfully. Employees must have the abilities or aptitudes to perform each duty proficiently.
- Employment with the Department is at-will, and continued employment is contingent on satisfactory performance.
- Job descriptions may be modified to reasonably accommodate individuals with disabilities, in compliance with the Americans with Disabilities Act (ADA) and other applicable laws. Some requirements may exclude individuals who pose a direct threat or significant risk to their own safety or the safety of others.
- The Sarpy/Cass Health Department reserves the right to modify essential and additional duties at any time.

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Acknowledgment:

I have read and understand the duties and responsibilities of this position. The duties, responsibilities, and minimum requirements have been reviewed with me, and I have received a copy of this job description.

Employee's Signature

Date

Health Director's Signature

Date