

**MARION COUNTY
JOB DESCRIPTION**

		Department:	Public Health
Job Title:	Preparedness & Response Coordinator, HPP	FLSA Designation:	Non-Exempt
Effective Date:	August 1, 2021	Reports To:	PH Director

PURPOSE

This is a competitive grant-funded position. This position works with a preparedness planning team to facilitate the planning, training, exercising, operational readiness, financial sustainability, evaluation, and ongoing development of the HCC in service area, as well as to lead, participate in, or support the response activities of the coalition according to their plans.

ESSENTIAL FUNCTIONS AND RESPONSIBILITIES

The following duties are typical for this position. These are not to be construed as exclusive or all inclusive. Other duties may be required and assigned.

- Provide leadership to the coalition and along with clinical advisor, serve as a liaison between the coalition and medical directors/medical leadership at health care facilities, Emergency Managers, and supporting entities.
- Point on NIMS Compliance for hospitals and public health agencies in service area
- Completes tasks for resource management including entering/updating/tracking/staging resources in prescribed systems
- Facilitate the HPP program within the service area, as defined by the ASPR HPP Program and the State of Iowa
<https://idph.iowa.gov/Portals/1/userfiles/61/HPP%20FOA%201920.pdf>
- Write, facilitate, and report regarding HPP grants within Iowa Grants as required by Iowa Department of Public Health
- Complete reports in required electronic databases by required dates
- Lead meetings of HPP partners, including hospitals and in conjunction with EMS and PH
- Facilitate collaboration among all partners, including HPP and PHEP, EMS leadership, Fiscal Agent, Finance, IDPH staff, etc.
- Attend required meetings as needed
- Assure completion of action steps and benchmarks as required in capabilities and objectives by required deadlines.

- Develop, implement, report and review HPP coalition plans, exercises, and educational activities to assure clinical accuracy and relevance.
- Work with Clinical Advisor in support of the clinical advisor role
- Work with HPP organizations within the coalition as an advocate and resource for clinical staff to encourage their involvement and participation in coalition activities.
- Assure that the coalition mass casualty/surge plans provide for appropriate distribution and redistribution of trauma patients to avoid over loading single centers whenever possible and work with health care facilities to understand their capabilities and capacity
- Closely collaborate with internal work peers of the preparedness system, including PHEP Coordinator, Opioid Grant Coordinator/EMS, Fiscal Agent,
- Work within the policies and procedures of Marion County Public Health Department and Marion County as employer of record and contract holder for HPP.

Minimum Education and Experience Required:

AA or higher in a health-related field
Prefer experience in hospital environment

Other Requirements:

- Must have valid Iowa driver license.
- Must maintain minimum required levels of auto coverage per county policy.
- Must have good driving record. **No use of cell phone during driving.**
- Must pass background check.

Language Ability

Fluent in English

Good communication skills

Must be good to excellent technical writer, capable of writing professional reports with proper grammar in the English language

Ability to effectively present information to professionals in group setting as well as in one-on-one situations.

Mathematical Skills:

Must understand and stay within program budget

Must be able to work with fiscal department

Must be able to follow/enforce programmatic and financial protocols

Cognitive Demands

Must be able to understand, apply, and explain the requirements of the Hospital Preparedness Cooperative Agreement. This requires complex thinking, listening skills, discernment, and the ability to make the complex practical. Must be able to follow/enforce program protocols.

Physical Demands

Frequently required to sit, stand, walk, drive, get in and out of vehicle with ease. Occasionally required to sit, bend, stoop, squat. Must repeatedly lift and carry up to 25 pounds short distances, ie: meeting materials. Occasionally must twist waist and neck. Occasionally required to exert hand/wrist motion of simple grasping, firm grasping and fine manipulating. Requires gross and fine motor dexterity. Must be able to hear and see within normal limits with or without corrective devices. Must be able to use cell phone routinely.

Environmental Adaptability

Work is performed in office or meeting environments. May need to drive in a variety of weather. The noise level is quiet to moderate.

I have carefully read and understand the contents of this job description. I understand the responsibilities, requirements and duties expected of me. I understand that this is not necessarily an exhaustive list of responsibilities, skills, duties, requirements, efforts or working conditions associated with the job. While this list is intended to be an accurate reflection of the current job, the Employer reserves the right to revise the functions and duties of the job or to require that additional or different tasks be performed as directed by the Employer. I understand that I may be required to work overtime, different shifts or hours outside the normally defined workday or workweek. I also understand that this job description does not constitute a contract of employment nor alter my status as an at-will employee. I have the right to terminate my employment at any time and for any reason, and the Employer has a similar right.

Employee's Signature

Date

Department Head

Date

Marion County is an Equal Opportunity Employer. In compliance with the Americans with Disabilities Act, the County will consider reasonable accommodations for qualified individuals with disabilities and encourages prospective employees and incumbents to discuss potential accommodations with the Employer.