



SA 1-C Emergency Planner Job Description

Job Title: SA 1-C Emergency Planner
Department: Public Health
FLSA Designation: Non-Exempt COVID-19 Supplemental Workforce
Reports to: Public Health Director
Effective Date: October 1, 2021
HR Approved: *Lisa Seddon* September 2021

Purpose

This is a grant-funded position, expected to last until June 30, 2023. During the Project Period, the Contractor shall establish, expand, train, and sustain the public health workforce to support jurisdictional COVID-19 prevention, preparedness, response, and recovery initiatives, including school-based health programs.

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.

- Work with Service Area 1-C preparedness staff and stakeholders in preparedness activities.
- Provide advanced emergency preparedness plan writing and exiting plan revision technical assistance at each assigned local public health agency and the service area level.
- Responsibilities will include updating current response plans, developing and implementing emergency plans and operating procedures based on after-action reporting from Covid-19
- Make recommendations on policies and procedures either new or revision of existing plans to ensure an effective ongoing response and recovery from COVID-19 at the service area level
- Assist all assigned service area members in ensuring all agencies have a full understanding of emergency plans and procedures.
- Review local and service area plans and procedures as appropriate making recommendations for revisions or updates based on COVID-19 after-action planning.
- Work directly with all service area members including Homeland Security and Emergency Management.
- Review of plans and updates will ensure conformance with applicable state authorities and federal requirements related to the ongoing response and recovery from COVID-19
- Will coordinate, collaborate and take direction from IDPH staff

Minimum Education and Experience Required:

High School Graduation

Prefer degree or work toward bachelor's degree in health, social work, human services, emergency management training or nursing, or related degree

Other Requirements:

- Background check
- Fluent use of Microsoft products, including Word, Excel, Outlook, PPT, and other Windows-based programs as required by the position

Language Ability

Fluent in English

Ability to use Language Line and other means of translation/interpretation

Good communication skills

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

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

Mathematical Skills

Must be able to perform simple mathematics, including addition, subtraction, multiplication, division, percentages.

Must understand and stay within program budget

Must be able to work with the fiscal department

Cognitive Demands

Must be able to create, review and evaluate documents, create templates, create/facilitate rubrics. Assist in the development of relationships to enhance cross-jurisdictional planning and response activity. This requires complex thinking, listening and assessment skills, discernment, and the ability to make the complex practical.

Physical Demands

Frequently required to sit, stand, walk, drive, get in and out of the 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 telephone and other communication devices routinely.

Environmental Adaptability

Work is performed in-office or meeting environments. 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 Signature Date

Department Head Signature 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.