



SA 1-C Education Exercise Coordinator Job Description

Job Title: SA 1-C Education Exercise Coordinator
Department: Public Health Department
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 education and ongoing exercise delivery related to COVID-19. Provide training, guidance, strategy generation, goal setting, and problem-solving to service area members.
- Identifies, provides advanced planning, coordination, and delivery of educational programs particularly related to COVID-19 and public health disaster/terrorism preparedness and response to local and regional first responders, hospitals, public health agencies, and health care practitioners. Special emphasis is placed on incident/unified command structure, emergency operating procedures, preparedness, infectious disease outbreaks, detection and investigations, and other public health emergencies.
- Assist and complete actual event after-action reports to identify and carry out educational goals, objectives, and activities with local and service area healthcare coalition members to address gaps in response to all response activities and recovery efforts from COVID-19 after action planning, integrating all emergency activities as needed.
- Coordinate, collaborate, and take direction from IDPH staff.

Minimum Education and Experience Required

High School Graduation

Prefer experience in hospital, nursing, public health, EMS, fire or rescue settings

Prefer trained and experience in NIMS and Exercise Design

Other Requirements:

- background check
- Fluent use of Microsoft products, including Word, Excel, Outlook, PPT, and other Windows-based programs as required by the position
- Valid Driver's license

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 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 understand, apply, and explain the requirements of EMS Standards and emergency response procedures. 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 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 cell phones 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.