

NORTHEAST NEBRASKA PUBLIC HEALTH DEPARTMENT

JOB TITLE: EMERGENCY RESPONSE COORDINATOR

DEFINITION: Responsible for updating, maintaining, and implementing the Northeast Nebraska Public Health Department's Emergency Response Plan. Position will coordinate efforts to protect the public from disease epidemics, bioterrorism, and other public health threats within the Health District in coordination with the State of Nebraska and bordering counties and states. (The Health District includes Cedar, Dixon, Thurston, and Wayne counties.)

DUTIES AND RESPONSIBILITIES:

- Complete and fulfill the deliverables as stated and defined in contracts from the Nebraska Department of Health and Human Services.
- Establish positive working relationships with medical, public health and emergency response partners within the health department district, adjoining districts, counties, and the State of Nebraska.
- Establish positive working relationships with communities within the district to mobilize, educate, plan, and implement emergency response, health and safety awareness programs and activities.
- Attend and/or participate in meetings, conferences, workshops, and other training related to emergency response, health, and safety concerns as directed.
- Maintain and update an Annex to each of the four county's (Cedar, Dixon, Thurston, Wayne) Local Emergency Operations Plan (LEOP) for Public Health response.
- Develop specific protocols and resources to be used by the health department staff based upon the annex referenced above.
- Develop the capacity to act in accordance with state and local statutes related to bioterrorism, disease epidemics, and other disasters.
- Participate and/or lead tabletop and other exercises initiated by state, regional, or local emergency response entities.
- Prepare, assist, and attend meetings, conferences, workshops, and other training related to emergency response, health, and safety concerns as directed.
- Work with the State to develop a coordinated pharmaceutical stockpile distribution plan (Mass Dispensing Plan) within the district's jurisdiction including, but not limited to the order, delivery, receipt, inventory, and organization of storage for Personal Protective Equipment and pharmaceutical supply and inventory.

- Work with the State to update and maintain a coordinated emergency response plan within the district's jurisdiction.
- Complete and submit to the State public health preparedness and response workplans, budgets and reports using forms and tools provided by the State in compliance with reporting requirements and deadlines.
- May work with surveillance and epidemiology responses with guidance from the Northeast Nebraska Public Health Department's Disease Investigation Team.
- Develop the capacity to distinguish the functions of different levels and locations of laboratories within the district and how to facilitate their operations in the event of suspect terrorism activities or unusual infectious diseases.
- Develop a medical responder resource directory and database that includes active, non-active and retired medical doctors, nurses, emergency medical services, and other healthcare professionals who are willing to assist with mass immunizations, triage of the injured, mental health needs, and other public health functions during an emergency within the district's jurisdiction.
- Develop agency procedures to ensure risk communication and health information dissemination in the event of a bioterrorism incident or other threat of public health while protecting the confidentiality of individuals who may be involved.
- Identify education and training needs to improve gaps in knowledge, skills and abilities of staff and public health partners within the district and communicate those needs to the State.
- Comply with all reporting requirements.
- Supervision of technology and communication systems may be assigned if appropriately qualified.
- Other duties as assigned.

KNOWLEDGE, SKILLS, AND ABILITIES

- Strong computer and technology competencies required with working knowledge of Microsoft Word to include report development and report formatting skills, Excel spreadsheet development to include simple formulas and inventory control data entry, and access database data entry. Prefer a background in Outlook and Microsoft Office. A background in computer mapping and/or Geographic Information Systems (GIS) is also preferred, but not required.
- Must be a self-starter who is able to investigate and locate resources to complete job assignments.

- Strong analytical and problem-solving skills.
- Ability to manage multiple assignments and meet deadlines.
- Possess and demonstrate excellent interpersonal, oral, and written communication skills.
- Strong writing and editing skills to ensure the quality and accuracy of interoffice and public communications.
- Must successfully complete National Incident Management Systems (NIMS) course(s) as directed.
- College degree is preferred and/or relevant working experience such as nursing, allied health, and/or emergency medical services are necessary.
- Willingness to learn health education principles and practices which include areas of disease prevention and health promotion. May be requested to complete other relevant training courses (i.e. PH 101)
- Experience with community planning, program development, implementation, and evaluation.
- Emergency response planning experience desirable.
- Written and oral communication skills with abilities to write a comprehensive plan for the four-county public health district and to give public presentations.
- Grants management experience preferred.
- Must be able to work with diverse groups in a cooperative and respectful manner.
- Valid driver's license is mandatory.
- Able to work in a smoke-free and drug-free work environment.
- Must be able to lift 50 pounds.
- Available to work overtime, evenings or some weekends if needed.
- Inventory experience is helpful.