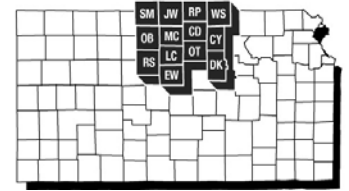


# North Central Kansas Public Health Initiative

Local Health Departments of: CLAY • CLOUD • DICKINSON • ELLSWORTH • JEWELL • LINCOLN • MITCHELL  
OSBORNE • OTTAWA • REPUBLIC • RUSSELL • SMITH • WASHINGTON



## Regional Public Health Preparedness Coordinator

### *Position Summary:*

This position is for the coordinator on matters that relate to Regional Public Health Preparedness. You will provide support services in public health emergency preparedness and response planning for thirteen county health departments. Preparedness activities include but are not limited to: assess local public health agency capacities to plan, coordinate and improve public health preparedness in the region, continuing communication with various community partners, staff training, exercise and development, and attendance at required and selected seminars or training sessions appropriate for the job.

This position must exercise independent judgment and autonomy in performing some functions through to completion. This position will involve some overnight travel and occasional evening and weekend hours.

This position is grant funded. Should grant funds become unavailable, the position for North Central Kansas Public Health Initiative (NCKPHI) will be reevaluated and may be terminated.

### *Essential Functions:*

- Develops regional level Public Health Emergency Preparedness (PHEP) policy and procedures. Assists with the development and writing of county level PHEP policy, procedures and plans (standard operating guides) as needed.
- Ensures regional work plan tasks are completed following Kansas Department of Health and Environment (KDHE) PHEP program guidelines.
- Prepares the Regional Public Health Preparedness budget for presentation at the annual NCKPHI business meeting. Assists local counties with PHEP budget preparation as needed.
- Provide fiscal management of the regional PHEP funds in compliance with KDHE's Grant guidelines.
- Explain project activities and PHEP funding regulations to auditor, if necessary.
- Prepares and submits regional quarterly reports for submission to the NCKPHI executive board and KDHE. Assist local counties with their quarterly reports as needed.
- Facilitates situational awareness/communication coordination between counties as needed. Schedules, arranges, and/or participates in conferences/committees as directed. The regional coordinator will assist as needed in forwarding information needed by a particular county or counties.
- Assists in coordinating PHEP trainings and exercises on a regional level for member health departments as required by the regional and local workplan.
- Other related duties deemed necessary by NCKPHI. Every reasonable effort to accommodate the NCKPHI needs and preferences will be made, subject to existing NCRPC employee required meetings and/or personnel policies.

### ***Position Requirements:***

**Education//Experience:** Bachelor's degree in a health related or public health field is preferred. Work experience may be substituted for college credit at the discretion of the NCKPHI governing board. Valid professional license/certificate/diploma as appropriate will be requested.

If a Bachelor's degree: Two (2) years of experience in health care, public health, nursing, emergency medical services, emergency services or disaster planning program is preferred.

If an Associate's degree or Technical College degree: Five years (5) of progressively responsible experience in nursing, emergency medical services, emergency services or disaster planning program is preferred.

**Knowledge and Skills:** Knowledge of community interactions including planning, organizing, coordinating, and networking with other organizations, services, health and social programs, fiscal management including budget and grant preparation would be helpful. Independent judgment, critical thinking, excellent communication and writing skills, a cooperative attitude and the ability to organize and prioritize are needed in this position. Basic computer skills required, experience with Microsoft Office preferred.

**Special Skills:** In addition, the employee will be required to attend additional workshops as deemed necessary by the board. Topics may include but are not limited to epidemiology, statistics, surveillance, supervisory and leadership. Strong public speaking skills are required.

**Problem Solving:** Problem solving is extensive in this position. Problems may involve services, capacity, limited or reallocation of resources, budgets, equipment, KDHE, politics, program guidelines, language barriers, illiteracy and demanding/difficult clientele.

**Decision-Making:** Decisions-making is extensive in this position. Consequences of decisions may be significant as errors may lead to department/clinic/program failure/confusion. Decisions may include but are not limited to department programs, budgetary expenses and revenues, service capacity and resource allocation.

**Accountability:** Employee is accountable to NCKPHI, North Central Regional Planning Commission, and each individual Health Department Administrator for county specific activities.

**Supervision:** Supervision is provided by NCKPHI. However, this position may function autonomously with considerable independence and judgment regarding county/regional issues.

**Public Relations:** Periodic contact with the general public and other county departments and/or community agencies within the service area. Position will have frequent contact with state (KDHE) departments or program representatives. There may be occasional contact with local, state, and/or federal elected officials. Strict adherence and understanding of confidentiality issues is required.

**Environmental:** Possible adverse working conditions exist in this position. Although a rare occurrence this may include exposure to communicable disease and blood borne pathogens. There is the potential for exposure to serious bacteria/viruses, chemicals, or radiation during a Bioterrorism or public health emergency. Adverse weather conditions may occur while traveling.

**Additional Requirements:** Valid driver's license, proof of automobile liability insurance, and a dependable vehicle required.

***Working Conditions:***

Physical: The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. While performing the duties for this job, the employee is frequently required to sit; walk; talk or hear; and smell. The employee is occasionally required to sit, use hands and fingers, handle\ or feel objects, tools or controls, reach and stretch and hands, and arms; climb or balance; and stoop, kneel, crouch or crawl. The employee must frequently lift and/or move up to 25 pounds and occasionally lift and/or move up to 50 pounds. Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception and the ability to adjust focus.

*Revised and Approved by NCKPHI 6/27/18*