



Regional Public Health Preparedness Coordinator

North Central Regional Planning Commission is seeking a Regional Public Health Preparedness Coordinator. A bachelor's degree in a health care or emergency service field is preferred but not required. Relevant work-related experience may be substituted for college credit at the discretion of the hiring committee. The position will help plan, coordinate, and implement public health emergency preparedness endeavors for 13 county health departments in North Central Kansas, including: pre-emergency planning, emergency response coordination, and post-emergency functions. This is a part-time position at 24 hours/week. Position is based in our Beloit, Kansas office. If located within the 13 county region, there is potential to be moved to a remote position following a 6-month probationary period.

Responsibilities:

- Assist with the development and writing of member health department's emergency preparedness policies, procedures and plans (standard operating guides) as needed in accordance to Kansas Department of Health and Environment (KDHE) Preparedness Program;
- Assist in coordinating trainings & exercises on a regional level for member health departments;
- Ensure regional work plan tasks are completed following KDHE preparedness program guidelines;
- Facilitates situational awareness/communication coordination between counties.

All interested parties should submit their resume with at least three (3) references to the below address. The first round of applications will be reviewed on **December 6, 2021**. The position will then be open until filled. A complete job description is available at www.ncrpc.org/employment/.

Please contact Pepper Roberg at NCRPC at (785) 738-2218 or Ladonna Reinert, Lincoln County Health (785) 524-4406 with questions. The NCRPC is an Equal Opportunity Employer.

Applications can be submitted or emailed to:
North Central Regional Planning Commission
Attn: Public Health
109 N. Mill, P.O. Box 565, Beloit, KS 67420
executivedirector@ncrpc.org and officemanager@ncrpc.org