

# CHESPROCOTT HEALTH DISTRICT

POSITION: **Emergency Response Coordinator** DATE WRITTEN: 4/2019  
REPORTS TO: Director of Health DATE APPROVED: 4/2019  
Revised: 10/2022

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**This is a grant funded position. Full-time (35 hours at will position)**

**POSITION SUMMARY:** Plans and coordinates the Health Department response to public health emergencies; manages the Department's Public Health Emergency Preparedness Grant; and performs related duties as required.

## **JOB DUTIES AND RESPONSIBILITIES:**

- Updates public health emergency response plans for the Chesprocott Health District and other contracted health departments pertaining to natural disasters, disease outbreaks, and biological agents, but inclusive of other hazards
- Participates in established municipal emergency planning committees and lends support to the process
- Maintains an updated list of emergency contacts and volunteers within the health departments communities for emergency response
- Prepares educational material for the general public and the community for individual and collective survival in an emergency
- Prepares or reviews technical and policy analyses and risk assessment studies
- Coordinates volunteer and staff training as it relates to public health emergency response
- Coordinates the recruitment and retention of medical and non-medical volunteers for service in the implementation of mass vaccination or Point of Dispensing (POD) operations
- Responsible Quarterly Programmatic reports and Budget report requirements
- Assists in the development of public health information for distribution
- Conducts presentations to various community and public groups on public health emergency response preparedness
- Participates in local, state and regional emergency planning committees, attends meeting and seminars as required
- Coordinates and participates in the preparation and reporting of related grants

## **EDUCATION, EXPERIENCE AND OTHER JOB REQUIREMENTS:**

- A Bachelor's degree in public health, emergency management or related field, with experience in a public health agency, the preparedness field or comparable setting
- A combination of education and experience may be considered
- Experience working with the Emergency Preparedness Grant is a plus
- Knowledge of public interaction of public health and health-related agencies and emergency response sectors
- Knowledge of the use of community resources and the function of local health-related agencies helpful
- Skilled in the use of a personal computer and related software programs, including Microsoft Word, Excel, and PowerPoint
- Skilled in data management, including ability to manage communication networks (i.e.:e-mail, Everbridge, Veoci, blast fax, internet, ect)

- Skilled in oral and written communication and group presentations
- Ability to take direction and work independently
- Ability to conduct research and measure project activity outcomes
- Ability to prioritize work assignments possessing good organization and coordination skills
- Ability to establish and maintain effective working relationships with staff, and the general public
- Ability to meet the physical demands of the position including sitting and standing for extended periods of time, transporting equipment weighing up to 50 pounds

**License or Certificates:**

- Must possess and maintain all applicable ICS certifications as required by the FEMA and the State of Connecticut
- Must possess a valid driver's license
- Obtain other Federal and State certifications as needed

**Notes:**

- At periods leading up to and during public health emergencies, there will be a 24 hour per day contact and response requirement
- This is not meant to be all-inclusive of every task or responsibility