

***Cerro Gordo Department of Public Health***  
***Acute Infectious Disease, Epidemiology & Preparedness Service Section***  
**22 N. Georgia Avenue, Suite 300**  
**Mason City, IA 50401**  
**(641) 421-9300**

**Position Description:** Public Health, Hospital & EMS Program Coordinator  
**Reports To:** Acute Infectious Disease, Epidemiology & Preparedness Service Manager  
**FLSA Status:** Exempt, Full Time  
**Expected Work Week:** Monday – Friday, 8:00 a.m. to 4:30 p.m.  
**Salary Range:** \$45,000 to \$55,000  
**Prepared By:** Jodi Willemsen  
**Prepare Date:** January, 2017  
**Approved By:** Ron Osterholm, Health Director  
**Approved Date:** January 2017  
**Reviewed Date:**

**Definition:**

The Service Area 2 Coordinator, under the direction of the Acute Infectious Disease, Epi & Preparedness Service Manager, is responsible for: coordination of the Service Area 2 All Hazard Emergency Preparedness and Response System Development grant.

**Duties to Include:**

Under the general supervision of the Acute Infectious Disease, Epidemiology and Preparedness Service Manager and as part of the Acute Infectious Disease, Epidemiology and Preparedness Service Section, the Service Area 2 Coordinator performs the following essential functions within the framework of Cerro Gordo County Department of Public Health's provision of core functions and essential services:

**Responsibilities:**

1. Grant coordination to include the following:

*Core Competencies: Analytical/Assessment skills, Policy Development/Program Planning Skills, Leadership and Systems Thinking Skills, Financial Planning & Management Skills, Cultural Competency Skills, Community Dimensions of Practice Skills, Communication Skills*

- Provide consultation and technical assistance to local service area partners in the development, implementation and quality assurance review of federal and state grant related activities.
- Coordinate service area objectives and activities with local partners to assure Iowa Department of Public Health contractual and federal grant standards and objectives are met.
- Provide planning assistance to local partners in the preparation and completion of grant work plans.
- Work with state staff to clarify service area work plan responsibilities.
- Provide communication to service area partners regarding work plans and responsibilities.
- Assist with building service area partnerships.
- Assist with the identification and tracking of service area resources on EMResource.
- Assist with service area coordination and logistics of service area exercises and trainings.
- Assure service area partners have access to and respond to tests and alerts sent by the Iowa Health Alert Network.
- Build a system to share documents, files and folders with service area partners, particularly through the Health Alert Network.
- Collect data from service area partners for contractual reports.
- Coordinate service area committee meetings, agendas, minutes and logistics.
- Meet with state coalition coordinators monthly.
- Provide guidance on budgets, progress reports, use of funds, and work plans for service area partners.
- Assist service area partners in developing future grants or requests for proposals.

- Research and assist with service area purchases in coordination with the fiscal agent, state staff and partners.
- Develop templates for reporting and collection of grant required data.
- Complete other tasks as requested by the service area steering committee.
- Assist and coordinate completion and submission of the Iowa EMS Systems Standards Self-Assessment.

2. System development coordination/assistance to include the following:

*Core Competencies: Analytical/Assessment skills, Policy Development/Program Planning Skills, Leadership and Systems Thinking Skills, Financial Planning & Management Skills, Cultural Competency Skills, Community Dimensions of Practice Skills, Communication Skills*

- Establish self as service area “expert” in understanding and applying the recommendations provided in the reports by the American College of Surgeons (ACS) and National Highway Traffic Safety Administration (NHTSA), as well as the Public Health Emergency Preparedness and Hospital Preparedness Program capabilities, and EMS system standards to advance comprehensive system development in the service area.
- Work with and coordinate service area partners to complete a vulnerability risk assessment to identify gaps in time critical condition services (EMS, trauma, highly infectious disease etc.) to establish work groups or plans to mitigate identified vulnerabilities.
- Work with service area partners to collect diverse data from community health needs assessments and other available data sources to plan for and evaluate community based activities and illness/injury prevention and response programs.
- Lead and coordinate efforts within the service area to bring together disciplines of local public health, EMS, trauma, hospital and emergency management agencies to identify gaps and critical linkages between the systems that improve system development efforts and ultimately lead to improved response capabilities.
- Work with service area partners to establish work plans to demonstrate the promotion, development, enhancement, implementation, or sustainment of identified EMS System Standards where all EMS providers, service programs and other health care professions participate in attaining identifiable, measurable minimum standards that will bring consistency to EMS practice.
- Assist and coordinate completion and submission of the Iowa EMS System Standards Self-Assessment.
- Work with service area partners to expand the trauma system ability and capacity to respond to mass casualty incidents in an all hazards approach.
- Assist service area partners in engaging in general medical community and other system participants in their research findings and performance improvement efforts.
- Assist service area partners in completing performance improvement processes to identify and correct systemic personnel deficiencies within and across the respective systems.
- Coordinate service area activities to bring together trauma, EMS and public health to identify special at-risk populations.
- Assist in developing strategies to fill planning and response gaps related to special at-risk populations.
- Work with service area partners to establish procedures for EMS and trauma system communications in an all-hazards or major EMS incident that are effectively coordinated with the overall all hazards response plan for the jurisdiction.

3. Support overall service section programs and services:

*Core Competencies: Analytical/Assessment Skills, Policy Development/Program Planning Skills, Communication Skills, Cultural Competency Skills, Community Dimensions of Practice Skills, Public Health Sciences Skills, Leadership and Systems Thinking Skills*

- Complete required forms and reports according to protocols and standards as needed.
- Work with finance staff to answer questions related to revenue and expenses related to the Service Area 2 contract.
- Sustain an effective knowledge base of current State of Iowa preparedness plans, programs, policies and priorities.

- Sustain an effective knowledge base of current local county emergency management, hospital, EMS and public health response partner preparedness plans.
- Acquire a comprehensible understanding of Incident Command System and National Incident Management System intents.
- Identify and track all National Incident Management System training needed and completed to meet Service Area 2 requirements.
- Serve as primary liaison to the Service Area 2 steering committee, the Iowa Department of Public Health and other state and local response partners.
- Assist the service manager in preparing Board of Health quarterly and annual reports.
- Attend regularly scheduled regional and state meetings and workshops to remain updated on changing emergency preparedness issues.
- Serve on various community committees and task forces.
- Accepts off-site and off-hours assignments.
- Follows various policies such as completing daily time studies, confidentiality, attending staff meetings, personnel policies etc.
- Cooperates with other health department personnel.
- Represent Service Area 2 in a professional manner.
- Perform other duties as required or assigned.

**Education and Experience Required:**

1. Graduation from an accredited four (4) year college or university with a Bachelor’s degree in emergency services, healthcare management, natural sciences or related field and two (2) year’s work experience in emergency services;  
**OR:**
2. Graduation from an accredited college or university with an Associate’s degree in emergency services, healthcare management, natural sciences or related field and at least four (4) years of work experience in emergency services;  
**OR:**
3. An equivalent combination of education and experience as contained within the parameters of (1) and (2) above.

**Preparedness:**

- Knowledge of public health preparedness issues. Knowledge of the Incident Command System and National Incident Management System. Ability to achieve NIMS competency training compliancy.
- Knowledge base of current preparedness programs, policies and priorities among community partners.
- Employee will report to public health for emergency response to determine service area deployment and responsibilities as requested by the health director.

**Training/Continuing Education Requirements:**

- Homeland Security and Exercise Evaluation Program (HSEEP)
- National Incident Management System Training (NIMS)

**Licensure Requirements:**

- None

**Physical Requirements:**

- The job will involve frequent activities that include walking, standing and sitting. Employee may frequently be required to lift up to 35 pounds, and occasionally lift or support up to 50 pounds. Employee needs to have corrected vision of 20/40 for driving as well as the following specialized vision requirements (close, distance, color, peripheral, depth, and ability to adjust focus).

**Special Requirements:**

- Knowledge of budgeting and financial planning management, ability to assist in the process of developing

the service area budget.

- Ability to establish effective working relationships with diverse groups, and interact effectively with co-workers, board members, response partners and other stakeholders.
- Ability to make independent and timely decisions.
- Skilled in preparing plan objectives.
- Skilled in verbal and written communications.
- Follows various policies such as completing daily time studies, confidentiality, personnel policies etc.
- Knowledge of Occupational Safety and Health Administration (OSHA) bloodborne pathogen requirements.
- Ability to obtain automobile insurance if personal vehicle is ever used for county business for which mileage reimbursement would be received. To be reimbursed for mileage, must provide proof of auto insurance in the amounts of 100/300/100.
- Valid Iowa driver's license if driving on county business.

**Environmental Adaptability:**

- Position will not cause exposure to high risk environmental exposure. Individual will be exposed to moderate noise environment (business office with computers, classroom noise and telephone).
- Position will not cause exposure to high-risk environmental exposure unless there is a public health disaster. Possible risks would include exposure to biological agents, fumes, toxic gases, chemicals, radiological agents, explosions and outdoor weather conditions.

*This description is intended to describe the kinds of tasks and levels of work difficulty being performed by people assigned to this classification. The list of responsibilities is not intended to be construed as an exhaustive list of all responsibilities, duties and skills required.*

Persons with disabilities: The above is a general listing of job duties. Essential and non-essential functions may vary by individual position. Reasonable accommodations may be available for both essential and non-essential job duties.