

PUBLIC HEALTH, HOSPITAL & EMS PREPAREDNESS COORDINATOR

Do you like the high-adrenaline world of emergency preparedness? Then we want you! The Cerro Gordo County Department of Public Health is looking for a self-starter who is able to be a leader in connecting various community partners to improve our service areas response in an emergency situation. The perfect candidate is a people person, organized and motivated, able to communicate effectively in writing and orally, and skilled in data and reporting. We want someone who is flexible and innovative; organized and able to coordinate meetings with various partner agencies; able to develop plans and implement them; and have the ability to manage time and multiple tasks with little supervision. We need someone who likes to take on a wide range of responsibilities, provide timely responses to deadlines, and working well under pressure is also a must! The purpose of this position is to plan, organize, and coordinate emergency preparedness activities between public health, hospital and EMS agencies in a twelve county service area.

Responsibilities include:

- Providing consultation and technical assistance to local service area partners in the development, implementation, and quality assurance of the All Hazard Emergency Preparedness and Response System Development grant.
- Coordinating service area objectives and activities with local partners (public health, hospital, EMS) to assure Iowa Department of Public Health contractual and federal grant standards and objectives are met.
- Assisting with identifying gaps in time critical services (public health, hospital & EMS), establishing work groups or plans to mitigate vulnerabilities.
- Assisting with the coordination of exercises and trainings related to emergency preparedness.
- Assisting with building service area partnerships.
- Collecting data from service area partners for contractual reports.
- Coordinating service area membership & committee meetings, agendas, minutes and logistics.
- Serving as liaison between state and local entities.
- Providing guidance on budgets, progress reports, use of funds and work plans for service area partners.
- Researching and assisting with purchases in coordination with fiscal agent, state staff, and local agencies (public health, hospital & EMS).
- And of course, other duties as assigned!

Of course by now you are most likely SUPER excited to apply, but we have a few things we want to make sure you have in order to succeed!

Education and Experience:

- 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
- 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) year's work experience in emergency services; OR
- An equivalent combination of education and experience as contained within the parameters of the requirements above.

And now to the important stuff.... money and benefits!

- Salary Range: \$46,000-\$49,000, depending on qualifications.
- IPERS.
- Great health insurance, as well as flexible spending accounts.
- A great, family-friendly work environment.

CERRO GORDO COUNTY DEPARTMENT OF PUBLIC HEALTH
PUBLIC HEALTH, HOSPITAL & EMS PREPAREDNESS COORDINATOR

Job Posting Date: July 18, 2019

Position Description: Seeking a full-time preparedness coordinator to plan, organize and coordinate emergency preparedness activities between public health, hospital and EMS agencies in a twelve county service area.

Typical Duties:

- Provide consultation and technical assistance to local service area partners in the development, implementation and quality assurance of the All Hazard Emergency Preparedness and Response System Development grant.
- Coordinate service area objectives and activities with local partners (public health, hospital, EMS) to assure Iowa Department of Public Health contractual and federal grant standards and objectives are met.
- Assist with identifying gaps in time critical services (public health, hospital & EMS), establish work groups or plans to mitigate vulnerabilities.
- Assist with coordination of exercises and trainings related to emergency preparedness.
- Assist with building service area partnerships.
- Collect data from service area partners for contractual reports.
- Coordinate service area membership & committee meetings, agendas, minutes and logistics. Serve as liaison between state and local entities.
- Provide guidance on budgets, progress reports, use of funds and work plans for service area partners.
- Research and assist with purchases in coordination with fiscal agent, state staff and local agencies (public health, hospital & EMS).

Minimum Requirements/Qualifications:

- 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) year's work experience in emergency services; OR
- 3.) An equivalent combination of education and experience as contained within the parameters of (1) and (2) above.

Compensation: Salary range is \$46,000 to \$49,000 depending on education and experience.

Contact Information: Please submit county application, resume and cover letter to:

Attn: Jodi Willemsen, Environmental Health & Preparedness Manager
E-mail: jwillemsen@cghealth.com

Prospective applicants can download an application and full job description from the Cerro Gordo County Department of Public Health's website at www.cghealth.com.

Position open until filled. EEO/Substance Abuse Screening.