

SHAWNEE COUNTY, KANSAS
Position Description
Emergency Preparedness and Community Outreach Specialist

POSITION NUMBER: HA1019A, HA1112 **FLSA STATUS:** N

POSITION DESCRIPTION

Under general supervision, this position serves as the liaison between the Shawnee County Health Department and the local and/or regional community in preparing, coordinating and implementing the plans to respond to public health emergencies. Develops and/or coordinates training and exercises, special events and other varied programs within Shawnee County and the public health emergency preparedness (PHEP) region. Will serve as lead or provide back-up for the following positions or other projects:

- Facilitator and fiscal agent for the assigned PHEP region
- Shawnee County Emergency Support Function (ESF) 8 Coordinator
- Medical Reserve Corps (MRC) Coordinator
- Community/Health Department PHEP Coordinator
- Community/Health Department Training Coordinator (CPR, MHFA, Stop the Bleed)

Collaborates with community providers such as Shawnee County Emergency Management and local hospitals, as well as other local, regional, state and federal emergency response, health and medical, volunteer and community service agencies. Performs other duties as assigned. This position is supervised by the Community Health Outreach and Planning Division Manager.

WORK PERFORMED

60% Program Planning/Implementation. Assists with the development of a variety of Department, community and regional programs to promote emergency preparedness and a healthier Shawnee County and PHEP region. Identifies and coordinates facility usage and equipment needs. Assesses and coordinates activities and planning efforts with internal partners as well as external partners as they relate to addressing public health emergencies. Develops and implements standard operating guidelines to address a variety of issues including mass dispensing, disease containment, surveillance and communication. Helps facilitate regional efforts with county health department partners to ensure appropriate response to public health emergencies, training and exercise activities and resource acquisition. Develops and exercises the comprehensive plan in cooperation with Shawnee County Emergency Management and attends local and state exercises and trainings. May oversee or provide back up for the Medical Reserve Corps program, which recruits, interviews, trains and places volunteers. Develops and maintains policies and procedures within regulatory standards. Estimates budget needs and prepares request justifications. Assists with disease investigations using the Kansas Disease Investigation Guidelines and the current state electronic surveillance system.

20% Customer Service and Program Support Duties. Attends community meetings and workshops to facilitate exchange of information and resources. Answers questions from the public and assists in the successful resolution of problems. Coordinates the delivery of equipment and supplies. Maintains workshop, training and exercise enrollment and participant information. Distributes program-related information internally and externally as appropriate. Participates in regional planning workgroups and activities and in the design, development and evaluation of exercises and training. Assists with researching equipment and supply purchases for local and regional grants. Assists in the preparation of grant applications. Gathers statistical data for financial and other requested reports. Assists in reviewing and recommending changes to procedures to ensure compliance with grant policies. Prepares and updates financial procedures and related instructional materials. Maintains the standard operating guidelines and appropriate attachments. Identifies and troubleshoots other procedural problems. Develops newsletters and other program materials.

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20% Administrative/Reporting/Database Management. Prepares meeting agendas and materials for various groups involved both locally and regionally. Takes minutes at meetings. Creates forms as needed. Distributes mail and prepares purchase requisitions as directed. Develops and maintains a variety of databases, such as contact information for MRC volunteers and local partners, equipment inventory and point of dispensing sites, and staff education and training status. Maintains documentation for grants management of local expenditures utilized to complete grant-reporting requirements. Enters data into Access databases and Excel spreadsheets, worksheets and other forms. Extracts and compiles information from records as required. May enlist other appropriate staff to help with administrative tasks.

KNOWLEDGE, SKILLS AND ABILITIES

Knowledge of:

- Microsoft Word, Access, Excel and Internet applications.
- Program and workshop planning.
- Office management methods, equipment and modern office practices.
- The English language, spelling, grammar and arithmetic computations.
- The operation and minor maintenance of a variety of office equipment.
- The laws and regulations governing the functions and operations of the Department.
- The services of other departments or social service agencies concerned with the welfare of the community.

Ability to:

- Prioritize and meet deadlines.
- Communicate effectively, both orally and in writing, using the English language.
- Organize information and track multiple projects and tasks.
- Work effectively with related professional personnel and with community agencies.
- Exercise independent judgment in evaluating situations, identifying problems and making decisions.
- Work independently as necessary.
- Interpret and apply Federal, State and County laws, resolutions, rules and regulations.
- Establish and maintain effective relationships with the public, employees and supervisors.
- Learn and remember a wide variety of legal requirements and departmental policies.
- Operate a variety of office equipment.
- Classify, locate and interpret a variety of statistical and related information.
- Facilitate meetings and trainings and quality improvement efforts.

Skill in:

- The use of Microsoft Office and the ability to learn other computer applications.

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PHYSICAL REQUIREMENTS

N-Never O-Occasional (1%-33%) F-Frequent (34%-66%) C-Continuous (67%-100%)

	N	O	F	C		N	O	F	C		N	O	F	C
HANDS					BODY/TRUNK					OTHER				
Reaching			X		Sitting			X		Driving		X		
Pushing/Pulling	X				Bending			X		High Elevation		X		
Climbing	X				Reaching			X		Unprotected Heights	X			
Throwing	X				Lifting	X				Around Moving Machinery	X			
ARMS					Carrying			X		Driving Automotive Equipment		X		
Reaching			X		Jumping	X				Exposure to Dust, Gases and Fumes	X			
Lifting			X		Twisting	X				Cramped Body Position	X			
Pushing/Pulling	X				Squatting	X				Sustained Positions	X			
Carrying			X		Turning	X				Noise Levels (Excessive)	X			
Throwing	X				LEGS/FEET					Electrical Hazards	X			
EYES					Walking			X		Slippery Surfaces		X		
Near Vision			X		Standing			X		Work Above Ground		X		
Far Vision			X		Sitting			X		Work Below Ground		X		
Color Vision			X		Carrying			X		Irregular Surfaces		X		
VOICE					Climbing		X			Moving Objects		X		
Talking			X		Jumping		X			In High Volume Traffic		X		
EARS					Turning		X			Exposure to Marked Changes in Temperature and Humidity				
Hearing			X		Lifting			X				X		

EQUIPMENT USED

Personal Computer	Fax Machine	Photocopier	800 MHz Radios
Printer	Calculator	Digital Camera	Walkie-Talkies
Telephone	Cell Phone	LCD Projector	Laminator

MINIMUM QUALIFICATIONS

- Bachelor’s Degree from an accredited college/university in public health, medical, emergency management or a related field.
- Experience may be substituted for the required education on a year-for-year basis. If experience is substituted for the required degree, a High School Diploma or GED Certificate is required.
- Valid Driver’s License and able to operate a County-owned vehicle (HR-2013-2).
 - HR-2013-2: Driving record that shows: No misdemeanor or felony convictions for traffic/vehicular offenses (DUI, vehicular homicide, reckless driving, hit and run, etc.) on the driving record that are less than five (5) years old; No more than two (2) at fault or chargeable accidents on their driving record that are less than five (5) years old; No more than two (2) traffic infractions (speeding, failure to yield right of way, etc.) that are less than one (1) year old.
- Required to submit two (2) writing samples (which may include but not limited to justification letters, action plans, training programs, grant narratives).

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PREFERRED QUALIFICATIONS

- Two (2) years of related job experience (Emergency Management, Emergency Preparedness, Communications, Public Health, Healthcare or related experience)

SPECIAL REQUIREMENTS

- Required to pass a pre-employment physical and drug screen.
- Required to complete National Incident Management System (NIMS) 700-800 and Incident Command System (ICS) 100-200 within six (6) months of employment.
- Required to complete Incident Command System (ICS) 300-400 and HSEEP (Homeland Security and Exercise Evaluation Program Training) within eighteen (18) months of employment.
- Required to lift up to thirty (30) pounds.
- Required to be certified as a Kansas Certified Emergency Manager within five (5) years of employment.
- Required to be certified as a CPR, MHFA and Stop the Bleed trainer within eighteen (18) months of employment

This position description is not designed to list all tasks and responsibilities of this position. Shawnee County reserves the right to revise or change job duties as the need may arise.

This position description does not constitute a written or implied contract of employment.

I have read and understand the duties and requirements for this position.

Employee's Signature / Printed Name

Date

Administering Supervisor's Signature / Printed Name

Date

Appointing Authority's Signature / Printed Name

Date

Created: 09/07
Revision History: 09/24