

JOB OPENING
MACON COUNTY HEALTH DEPARTMENT

FULL-TIME
Emergency Preparedness Coordinator

Minimum Qualifications: Minimum of Bachelors Degree in a health-related field, epidemiology or education; plus two years of experience within related fields. Must have the ability to work with diverse community groups, physicians groups, government agencies, media, and state officials. Must be able to establish and maintain positive working relationships with clients, healthcare providers, community agencies, the general public and other professional personnel. **Must be able to adjust schedule to accommodate after hours and weekend trainings and after hour presentations.** Must have working knowledge of Microsoft Office and be able to adapt to new software as they are added. Public speaking skills necessary and knowledge of microbiology helpful. Must have reliable transportation, current driver's license, and current automobile insurance. Requires an individual be physically able to meet the demands of the job such as carrying equipment (laptop computer, projector, and handouts) and assembling equipment and instituting procedures for emergency situations. Must have the ability to work with diverse community groups.

Summary of Job Duties: Supervises the Volunteer Coordinator position. Oversees activities of the Medical Reserve Corps. Maintains and updates the Macon County Health Department (MCHD) All Hazards Plan. Attends meetings locally, regionally, and state-wide. Chair of Special Needs Advisory Panel. Chair of SNS Committee. Chair of Pandemic Influenza Steering Committee. Designs and implements public health exercises as directed by grant deliverables. Chair of Ebola Planning Committee. Conducts or participates in all exercises involving emergency preparedness in Macon County. Participates in exercises that the Illinois Department of Public Health (IDPH) requests throughout the PH-RRePA region and the state. Attends trainings on emergency preparedness provided by IDPH, Centers for Disease Control and Prevention (CDC) and others; and arranges and hosts webinars on Emergency Preparedness. Collaborates with the Emergency Management Agency (EMA) coordinator on the Local Emergency Planning Committee (LEPC). Works with the Environmental Health Division on the responsibility of that area and the effects of chemical and radiological events on the environment in Macon County. Develops communication plans that incorporate the latest information from CDC and addresses communication with the public, media, healthcare providers, and first responders in a public health emergency. Assures that the MCHD website has information on emergency preparedness and appropriate links. Submits plans, reports, budgets, and conducts other activities required by the Public Health Emergency Preparedness (PHEP) Grant. Develops a monthly report summarizing activities for the Health Department management and the Board of Health. Assures employee competency, training and development in disaster preparedness. Works with Communicable Disease staff and Environmental Health staff if the need arises concerning disease surveillance, Foodborne outbreak, and/or influenza surveillance. Responsible for Emergency Response Mobile Unit and Community Emergency Response Team (CERT) trailer unit. Responsible for ordering and maintaining the supplies needed for those units.

How to Apply: Applications can be picked up at the Macon County Health Department Front Desk at 1221 E. Condit, Decatur, Illinois, or you can go to our website at www.maconcountyhealth.org to print a copy of the application. Completed applications should be submitted to Macon County Health Department Attn: HR at 1221 E. Condit, Decatur, Illinois, 62521 or emailed to hr@maconcountyhealth.org.

The Macon County Health Department is an Equal Opportunity Employer and Drug Free Workplace.