



Public Health
Prevent. Promote. Protect.

Butler County
General Health District

Job Title:	Emergency Preparedness Planner
Responsible to:	Director of Emergency Preparedness
Positions Supervised:	None
Work Hours:	Full Time, flexible, Occasional evenings/weekends
Grant-Funded:	Yes

Essential Functions: Join a team of dedicated public health professionals to serve as an Emergency Preparedness Planner for Butler County General Health District. Under guidance of the Director of Emergency Preparedness, partner with established community agencies to develop, organize and oversee efforts to educate on and implement public health response plans for Butler County. This position will be responsible for management of the Butler County Medical Reserve Corps (MRC) which is a volunteer group with a mission of supporting BCGHD initiatives. This position will also assist in meeting Public Health Emergency Preparedness (PHEP) and Cities Readiness Initiative (CRI) grant deliverables.

Minimum Qualifications:

- Bachelor’s degree in public health, social work, nursing, communications, community organizing, emergency management or related field, and two years of work experience
- Demonstrated advanced proficiency with computers including Microsoft Office (Word, Excel, Powerpoint), database management
- Excellent customer service and relationship building skills
- Advanced written skills (experience in writing reports, grant applications, emergency plans, etc.)
- Ability to present effective facts and make recommendations both orally and in writing
- Comfortable with public speaking and providing education to peers

Preferred Qualifications:

- Work or Volunteer experience in public health or emergency management, or understanding of related concepts
- Grant or project management experience
- Event management experience

- Experience with HSEEP exercise planning and operations
- Experience or education with the Incident Command System
- Experience or education related to public health Point of Dispensing (POD) Planning
- Experience with the Public Health Emergency Preparedness (PHEP) grant and/or the Cities Readiness Initiative (CRI) grant
- Experience leading or working on task force efforts across a variety of sectors

Position Specific Responsibilities:

- Implement existing Butler County General Health District (CGHD) Emergency Response Plans
- Manage the Butler County Medical Reserve Corps (MRC)
- Act as a key member of the BCGHD Incident Command Team
- Oversee BCGHD emergency response efforts in coordination with the Director of Emergency Preparedness
- Expand the BCGHD Point of Dispensing (POD) network
- Act as back-up to the Director of Emergency Preparedness for PHEP and CRI grant management responsibilities
- Ability to perform work remotely (access to reliable internet and phone services)

Required Knowledge, Skills and Abilities

- Ability to coordinate numerous demands simultaneously to successful completion
- Advanced proficiency with computers including Microsoft Office (Word, Excel, Powerpoint)
- Excellent writing, communication, interpersonal, and public relations skills)
- Ability to work with a diverse team in a multi-disciplinary setting
- Ability to establish effective working relationships with persons of varied backgrounds
- Ability to maintain confidentiality
- Ability to be self-motivated to plan, organize and complete work accurately and on time with little direct supervision
- Conducts self with honesty and integrity; follows ethical principles of public health practice, follows the rules and laws applicable to public health nursing
- Ability to perform under pressure

Primary Duties include (general summary and not all inclusive):

- Ensures agency mission, vision and programmatic success
- Functions as a technical expert for the Health Commissioner and Director of Emergency Preparedness
- Responsible to the Director of Emergency Preparedness
- Works in accordance with all established policies, procedures, applicable statutes and regulations of the Ohio Revised and Administrative Codes, as well as Ohio Department of Health, Ohio Department of Agriculture, and others as required
- Educates and informs the community about health related topics as needed
- Participates in Public Health Accreditation activities as needed and required
- Embraces and proposes Quality Improvement activities as needed
- Participates in required trainings (in person, webinars, online, etc.), often involving local and state travel
- Ensures that all grant deliverables are completed successfully and on time
- Follows and adheres to cost methodology or budgeting as appropriate

Other:

- Serves a probationary period of 120 days
- Must be able to respond to public health emergencies or exercises 24/7, except while on scheduled vacation or other leave
- May be required to play an active leadership role in the event of a public health emergency, which may include changes in responsibilities and working hours
- Evening and weekend work may be required during public health events, investigations or emergencies
- Other duties as assigned
- Position may be subject to background check
- Valid OHIO Driver's license in good standing, and insurable by Board of Health Policy
- Complete required FEMA classes within 6 months of hire
- **Public Health Core Competencies Level Two position (See Attachment A)**

Is this position EXEMPT or NON-EXEMPT from compensatory time?	NON-EXEMPT
Is this an EXECUTIVE, PROFESSIONAL LEADERSHIP position?	NO
Does this position require advanced TECHNICAL skills?	NO
Is this position FULL TIME or PART TIME?	FULL
Is this a 100% GRANT FUNDED position?	YES

Please send resume with cover letter explaining your interest in this position or special qualifications to: BOH@butlercountyohio.org. Position is posted on our website: www.butlercountyohio.org/health Position will remain open until filled.

An Equal Opportunity Employer

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Appendix A to Job Description, Emergency Preparedness Planner

Public Health Core Competencies, Level Two Position

Requires the following:

Analytical/Assessment Skills

1. Applies ethical principles concerning data and information
2. Uses information technology concerning data and information
3. Makes evidence-based decisions (e.g., determines research agendas, using recommendations from The Guide to Community Preventive Services, HP 2020 and other sources in planning population health services)
4. Advocates for the use of evidence in decision making that affects the health of a community (e.g., helps policy makers understand community health needs, demonstrates the impact of programs)

Policy Development/Program Planning Skills

1. Develops program goals and objectives
2. Monitors current and projected trends representing the health of a community (e.g., health, fiscal, social, political, environmental)
3. Examines the feasibility and implications of policies, programs, and services (e.g., fiscal, social, political, legal, geographic)
4. Recommends policies, programs, and services for implementation

Communication Skills

1. Communicates in writing and orally using proper grammar and punctuation taking health literacy level of the intended reader into consideration.
2. Conveys data and information to professionals and the public using a variety of approaches (e.g., websites, social media, written reports, presentations, email, letters, fliers, etc.)
3. Facilitates communication among individuals, groups, and agencies
4. Communicates information to influence behavior and improve health (e.g., use social marketing methods, consider behavioral theories such as the Health Belief Model or Stages of Change Model)
5. Solicits input from individuals and organizations for improving the health of a community (e.g., chambers of commerce, religious organizations, schools, social service organizations, hospitals, government, community-based organizations, various populations served)

Cultural Competency Skills

1. Describes the ways diversity influences policies, programs, services, and the health of a community
2. Describes the diversity of individuals and populations in the entire community
3. Supports diverse perspectives in developing, implementing, and evaluating policies, programs, and services that affect the health of a community
4. Ensures the diversity of individuals and populations is addressed in policies, programs, and services that affect the health of a community
5. Assesses the effects of policies, programs, and services on different populations in a community (e.g., customer satisfaction surveys, use of services by the target population)

Community Practice Skills

1. Suggests and establish relationships that may be needed to improve health in a community (e.g., partnerships with organizations serving the same population, academic institutions, policy makers, customers/clients, and others)
2. Facilitates collaborations among partners to improve health in a community (e.g., coalition building)
3. Engages community members to improve health in a community (e.g., input in developing and implementing community health assessments and improvement plans, feedback about programs and services)
4. Uses community input for developing, implementing, evaluating, and improving policies, programs, and services

Public Health Sciences Skills

1. Applies public health in the delivery of the 10 Essential Public Health Services sciences (e.g., biostatistics, epidemiology, environmental health sciences, health services administration, social and behavioral sciences, and public health informatics)
2. Applies public health sciences in the administration and management of programs
3. Ensures the Social Determinants of Health are incorporated into program planning and policy development
4. Retrieves and use evidence from print and electronic sources to support decision making, in developing, implementing, evaluating, and improving policies, programs, and services (e.g., PubMed, Journal of Public Health Management and Practice, Morbidity and Mortality Weekly Report, The World Health Report)

Financial Planning and Management Skills

1. Manages programs within current and projected budgets and staffing levels (e.g., sustaining a program when funding and staff are cut, recruiting and retaining staff)
2. Establishes teams for the purpose of achieving program and organizational goals (e.g., considering the value of different disciplines, sectors, skills, experiences, and perspectives; determining scope of work and timeline)
3. Motivates personnel for the purpose of achieving program and organizational goals (e.g., participating in teams, encouraging sharing of ideas, respecting different points of view)
4. Uses evaluation results to improve program and organizational performance

Leadership and Systems Thinking Skills

1. Explains and participates in ways public health, health care, and other organizations can work together or individually to impact the health of a community
2. Provides opportunities for professional development for individuals and teams, and participate in all professional development offered for yourself (e.g., training, mentoring, peer advising, coaching)
3. Contributes to continuous improvement of individual, program, and organizational performance (e.g., mentoring, monitoring progress, adjusting programs to achieve better results)
4. Maintains the highest ethical standards of practice in all interactions with co-workers, community individuals, organizations, and agencies