

Lee County Health Department

Job Description

Position Title: Emergency Response & Community Health Plan Coordinator

Division: Administration

Qualifications: A Bachelor's degree in community or public health or a related field with areas of concentration in the behavioral and biological sciences and at least 2 years of experience in public or community health is desired. Group facilitation experience/skills a plus. Must be able to physically access a variety of community sites. Must have current Illinois driver's license and a personal vehicle for use in carrying out job duties.

Reports to: Administrator

Supervises: N/A

Position Summary: With general direction, plans, organizes and conducts a comprehensive emergency response program and oversees the community health plan. Coordinates response plans with federal, state and local government entities, meeting required grant objectives. Integrates response plans with those of other response agencies, volunteer groups, businesses and organizations. Coordinates community health plan strategies with partner organizations to address county priority health issues. Establishes and employs methods for ongoing appraisal of effectiveness of emergency response and community health plan programs. Designs and executes initiatives to increase awareness of emergency preparedness and priority health issues among Lee County residents. Develop and facilitate multi-disciplinary health-focused partnership.

Major Responsibilities:

1. Plans, organizes and coordinates the department's emergency preparedness and community health plan activities.
2. Produces and manages grants and reports related to emergency preparedness and priority health issues.
3. Contributes to the department and community's emergency response capacity by developing necessary plans; coordinates and communicates information to department staff, key staff of partner agencies and the community at large; coordinates training for department staff.
4. Contributes to the department and community's capacity to address county health plan priority issues by facilitating county health coalition and coordinating intervention strategies.

5. Coordinates and/or participates in emergency response exercises and drills designed to test, train and evaluate response concepts or standard operating procedures.
6. Monitors progress towards community health plan objectives and adjust/adapt strategies as necessary.
7. Coordinates the integration and implementation of emergency response policies and procedures in conjunction with other jurisdictions, governmental entities, healthcare organizations, businesses and volunteers by participating/facilitating meetings, consultation, review and education.
8. In times of a public health or health-related emergency, may be required to report for specialized assigned duties inside or outside of Lee County,
9. In the event of an emergency, serves in the capacity of Public Information Officer for the department if the Administrator is unavailable or serving in another capacity.
10. Other duties as assigned.

Knowledge and Abilities Required

Knowledge of the principles of organization and administration of public health.

Knowledge of the principles, methods, practices and possibilities of community organization.

Knowledge of the functions, activities, qualifications and contributions of various public health and emergency response personnel.

Ability to become and stay well informed in various types of emergency preparedness and response, as well as evidence-based interventions to improve public health.

Ability to plan, organize and implement emergency preparedness and response, and community health programs for the department.

Ability to establish and maintain close, cooperative working relationships with all agencies that may contribute to the improvement of emergency preparedness and response and public health in Lee County.

Ability to present ideas effectively orally, in writing, and via technology to groups and individuals.

Ability to work with minimal supervision.

Ability to prioritize, perform and/or execute multiple, diverse tasks and workloads simultaneously under potentially stressful situations.

Excellent organization, problem-solving, group facilitation and interpersonal skills.

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