
Job Description

- **Job Title:** COVID-19 Emergency Response Planner
- **Responsible to:** Emergency Response Coordinator
- **Positions Supervised:** None
- **Work Hours:** Full Time, usual hours 8-4, flexible, Occasional evenings/weekends
- **Grant-Funded:** Yes, 100%

Essential Functions:

Join a team of dedicated public health professionals to serve as the COVID-19 Emergency Response Planner for Butler County General Health District. Under guidance of Emergency Response Coordinator, partner with established community agencies to develop, organize and oversee efforts to implement COVID-19 response plans for Butler County. Assist in meeting Public Health Emergency Preparedness and Cities Readiness Initiative grant deliverables as needed. Must have intermediate Microsoft Excel data entry experience.

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), database management and advanced data analyst skills
- Excellent customer service and relationship building skills
- Ability to prepare concise and accurate reports
- Ability to present effective facts and make recommendations both orally and in writing
- Any equivalent combination of education and experience determined to be acceptable

Preferred Qualifications:

- Master's degree preferred, but not required
- Experience in public health or emergency management, or understanding of related concepts
- Grant or project management experience
- Exercise planning or event management experience Experience with HSEEP exercise planning and operations
- Experience or education with the Incident Command System and FEMA
- Experience or education related to Point of Dispensing Planning
- Experience with the Ohio Department of Health Grant Management Information System (GMIS)
- 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
- Identify strategies from State Level Vaccination Plan to implement locally
- Participate in Contact Tracing oversight with county team
- Assist with responding to special issues in Contact Tracing efforts
- Utilize Federal and State planning resources in vaccination planning efforts
- Ensure adherence to Federal and State COVID-19 Vaccination guidelines

- Act as a key member of the BCGHD Incident Command Team
- Oversee BCGHD vaccination efforts in coordination with the Emergency Response Coordinator
- Expand the BCGHD Point of Dispensing network for COVID-19
- Work with various partners to organize both targeted vaccination events and mass vaccination events in Butler County
- Act as back-up to the Emergency Response Coordinator for Emergency Preparedness grant management responsibilities
- May be required to perform work remotely

Required Knowledge, Skills and Abilities

- Ability to coordinate numerous demands simultaneously to successful completion
- Advanced data entry 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 Emergency Response Coordinator
- Responsible to the Emergency Response Coordinator for following rules, policies and guidelines necessary for the efficient operation of health programs and services as needed
- 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
- BCGHD Celebrates Diversity! We are an EE/M/F/D/V Employer by Choice!

Job Type: Full-time

COVID-19 considerations:

Masks must be worn at all times when in building. Sanitizing of surfaces is done frequently and temperatures are taken daily.