

EMERGENCY PUBLIC HEALTH COORDINATOR

DISTINGUISHING FEATURES OF THE CLASS: The work involves responsibility for the administering countywide public health educational programs, geared toward disease prevention and/or wellness. The incumbent assesses public health education needs, plans, develops, implements and evaluates educational programs regarding emergency preparedness, and prepares and submits a variety of documentation. The incumbent performs epidemiological surveillance for the control of infectious/communicable disease outbreaks and coordinates emergency preparedness programs consistent with Federal and State and local laws and rules. The work is performed under the general supervision of a higher level administrator. Does related work, as required.

TYPICAL WORK ACTIVITIES:

Assists the Director of Public Health in the development of the emergency preparedness plan and maintains the plan up-to-date;
Assesses community public health educational needs by conducting informational sessions, and maintaining ongoing contact with community service agencies, social service agencies and private businesses;
Plans, develops, implements and evaluates passive and active surveillance activities to promote public health including educating health care providers about unusual clusters or presentations of symptoms, and reviewing the outreach efforts of the public health nursing staff in accordance with Federal, State and local laws, rules and regulations;
Investigates infectious disease outbreaks and prepares reports and recommendations based on findings;
Reviews existing emergency preparedness and disease control plans and methodologies and adapts "best practices" to meet county needs;
Designs and participates in planning exercises to test the emergency preparedness plan;
Designs, develops and distributes public health literature, brochures and advertising for program promotion and community education purposes;
Writes public health press releases and articles for submission to the local newspaper;
Coordinates and conducts public health training and presentations to schools, community service professionals, and agencies in the community;
Contracts and/or coordinates meetings with other community groups and service providers regarding public health programs including serving as the health department representative on the Emergency Preparedness Task Force;

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TYPICAL WORK ACTIVITIES, Cont'd:

Contacts physicians and other ancillary service providers to collect information necessary;

Inventories and orders public health education materials and supplies.

The above examples of duties are intended only as illustrations of the various types of work performed. The omission of specific statements of duties does not exclude them from the position if the work is similar, related or a logical assignment to the position.

FULL PERFORMANCE KNOWLEDGE, SKILLS, ABILITIES AND PERSONAL

CHARACTERISTICS: Thorough knowledge of epidemiology; good knowledge of modern principles and practices related to public health education; good knowledge of Federal, State and local laws, rules and regulations regarding public health surveillance and investigation; good knowledge of public information and public relations techniques; good knowledge of community organizations and service providers related to public health; good knowledge of basic criminal justice principles; ability to formulate a local government needs assessment for program areas; ability to plan, develop, implement and evaluate public health educational programs including the development and delivery of presentations; ability to understand and interpret complex oral instructions and/or written directions; ability to deal effectively with the public; ability to prepare and deliver presentations in a clear, concise and articulate manner; ability to establish and maintain effective working relationships with others; ability to communicate effectively both orally and in writing; ability to analyze and organize data and prepare records and reports; ability to understand and empathize with the needs and concerns of others.

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is occasionally required to reach with hands and arms. The employee constantly is required to stand; walk; and use hands to finger, handle, feel or operate objects, tools, or controls. The employee is occasionally required to sit; climb or balance; stoop, kneel, crouch, or crawl; and talk and hear.

The employee must occasionally lift and/or move up to 50 pounds. Specific vision abilities required by the job include close vision, distance vision, and the ability to adjust focus.

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The work environment characteristics described here are representative of those an employee encounters while performing the essential function of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee regularly works in outside weather conditions. The employee is frequently exposed to wet and/or humid conditions. The employee is occasionally exposed to risk of electrical shock.

The noise level in the work environment is usually moderate.

MINIMUM QUALIFICATIONS: Graduation from high school or possession of an appropriate equivalency diploma recognized by the NYS Department of Education, AND EITHER:

- A. Graduation from a regionally accredited college or university or one accredited by the New York State Board of Regents to grant degrees with a Bachelor's Degree in Nursing, Biology, or related subject area AND two (2) years experience in a Public Health Department conducting surveillance and disease control in a public health program or two (2) years experience in communicable and infectious disease control in a hospital or clinic setting;

OR:

- B. Graduation from a regionally accredited or New York State registered college, university or one accredited by the New York State Board of Regents to grant degrees with an Associate's Degree in Nursing or graduation from an approved three (3) year professional nursing program, AND four (4) years experience in a Public Health Department conducting surveillance and disease control in a public health program OR four (4) years experience in communicable and infectious disease control in a hospital or clinic setting.

SPECIAL REQUIREMENTS: Thorough background check will be conducted prior to appointment. Possession of a valid New York State Driver's License appropriate to the vehicles operated or otherwise demonstrates the ability to meet the transportation needs of the job.

All qualified applicants will be afforded equal employment opportunities without discrimination because of race, creed, color, national origin, sex, age, disability or marital status.

Adopted 8/6/2002
Competitive Class