

## **Emergency Response Coordinator**

Three Rivers Public Health Department (3RPHD) is seeking a full-time **Emergency Response Coordinator** to join our dynamic team.

In this position, the **Emergency Response Coordinator** will be responsible for developing, updating, training, and exercising a comprehensive public health Emergency Response Plan for Three Rivers Public Health Department's three counties (Dodge, Saunders and Washington counties). Additionally, this position will assure that the 3RPHD staff and partner organizations are appropriately trained and are knowledgeable about biological, chemical, infectious, and communicable diseases associated with terrorism, disease outbreaks, or other events. Ensure rapid and effective public health response to public health emergencies.

This position requires strong interpersonal skills to make connections and build relationships with the health jurisdiction. The Emergency Response Coordinator works collaboratively with others to coordinate plans with various response agencies, volunteer organizations, business, and private industries.

3RPHD Offers a competitive salary and benefits package along with a work environment that is terrific. Please read below to learn more about this exciting opportunity.

### **Job/Position Summary:**

The Emergency Response Coordinator will be responsible for developing, updating, training, and exercising a comprehensive public health Emergency Response Plan for Three Rivers Public Health Department's three counties. Additionally, this position will assure that the 3RPHD staff and partner organizations are appropriately trained and are knowledgeable about biological, chemical, infectious, and communicable diseases associated with terrorism, disease outbreaks, or other events. Ensure rapid and effective public health response to public health emergencies. Collaborate and coordinate plans with various response agencies, volunteer organizations, business, and private industries.

### **Essential Functions:**

- Responsible for the planning, development, maintenance, interpretation, implementation, and assessment of emergency preparedness and response plans including, but not limited to: ERP, SNS, Pandemic Flu
- Participates in Nebraska Department of Health and Human Services (DHHS), Nebraska Regional Cities Readiness Initiative (CRI), Omaha Metropolitan Medical Response System (OMMRS), and local emergency management planning and coordination meetings, in order to exchange information, update plans, and network to improve program success.
- Coordinates with local Emergency Management Agencies (EMA), Nebraska Department of Health and Human Services (DHHS), and the Centers for Disease Control and Prevention (CDC) in continual development and assessment of effective emergency preparedness and response plans and activities.
- Coordinate and facilitate meetings to support community planning, training and exercise activities as they relate to public health emergencies, preparing agendas, minutes, routine correspondence, and research in support of such committees.

- Coordinate the participation of Three Rivers Public Health Department personnel in response exercises and community disaster training activities.
- Development of operational drills and/or exercise scenarios designed to train, test and evaluate emergency response concepts or standard operating procedures following the Homeland Security Exercise Evaluation Program (HSEEP) guidelines.
- Develop plans to coordinate communications of public health information, particularly those relevant to public health emergencies, to ensure distribution to local health care providers, EMS, hospitals, law enforcement agencies, public officials, and emergency management.
- Collaborate with Regional Behavioral Health Authorities to coordinate behavioral health response with public health and medical response and participate in the annual Behavioral Health exercise.
- Coordinate with the Executive Director in the supervision of the health department staff involved in response to a public health emergency.
- Professionally represent the organization.

#### **Employment Qualifications:**

**Education:** Bachelor's degree in public health, biology, community health, emergency management, planning, hazard assessment, business or public administration, or other related field. Master's preferred.

**Experience:** Two years of emergency management, community planning, or other professional related work experience.

#### **Licensing or Certification:**

- Possession of a valid State of Nebraska driver's license.
- Completion of required National Incident Management System trainings, as identified by Nebraska Emergency Management Agency (NEMA), within three months of employment.
- Current American Heart Association CPR Certificate.

**Deadline to Apply: September 24, 2018**

#### **Contact Information:**

Three Rivers Public Health Department  
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Three Rivers Public Health Department is an equal opportunity employer.