



YATES COUNTY PUBLIC HEALTH

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Public Health
Prevent. Promote. Protect.

Deborah Minor, R.N. MPH
Public Health Director

Public Health Program Coordinator

DISTINGUISHING FEATURES OF THE CLASS:

This position involves responsibility for planning, developing, administering and coordinating Yates County Public Health's Emergency Preparedness and Response program. Duties include program development, implementation and evaluation. The incumbent is responsible for preparing statistical and technical reports for projects and is responsible for reporting to funders regarding work plan deliverables. The work is performed under the general supervision of the Supervising Public Health Nurse and the Director of Public Health, with leeway allowed for use of independent judgement. Supervision is exercised over various subordinate professional, technical and clerical personnel.

ESSENTIAL DUTIES:

Develops, implements and evaluates the day to day operational activities of the County's Public Health Emergency Preparedness Response Plan.

Convenes and conducts meetings of the Department staff and/or partnering agencies to explore and define roles and responsibilities of individuals, providers and organizations in response to public health emergencies.

Provides ongoing evaluation of and updates the Public Health Emergency Preparedness Plan and attachments as indicated in collaboration with other agencies, health care providers, regional and state partners, to assure a coordinated and efficient response to an event.

Serves as the liaison between the New York State Department of Health, community organizations and intra-agencies in interpretation, presentation and dissemination of information regarding policies, plans, protocols and procedures.

Provides staff training in preparation for and during an emergency response.

Serves as a specialized consultant regarding infection control protocols and procedures.

Responds to community public health emergencies as needed, mitigating the circumstances as needed.

Plans an ongoing communication system of all entities involved with a back-up plan for redundancy, and tests periodically to ensure adequacy.

Initiates and develops the active participation and cooperation of various professional groups, governmental bodies, volunteer agencies, citizen's groups and educational institutions in the development of the program.

Coordinates the Medical Reserve Corps.

Coordinates preparations to request, receive, store, manage and rapidly disperse medical countermeasures through closed and open Points of Distribution.

Maintains all necessary documentation including minutes of meetings, and after action reports for drills, exercises and events.

Prepares and submits all necessary reports, data and plans as requested by New York State Department of Health or additional funders.

Attends and participates in conferences, community meetings, and regional exercises as appropriate for position.

Assists in the preparation and distribution of emergency preparedness information for the general public.

KEY COMPETENCIES:

This position is aligned with current Core Competencies for Public Health Professionals published by The Council on Linkages between Academia and Public Health Practice.

Analysis/Assessment Skills:

Participates in community assessment; can distinguish between quantitative and qualitative data; understands incidence and prevalence, knows how to access basic public health data and information.

Identifies the health status of populations and their related determinants of health and illness.

Participates in the analysis of data to identify trends, health problems, environmental health hazards, and social or economic conditions that adversely affect the public's health

Adheres to ethical principles in the collection, maintenance, use, and dissemination of data and information.

Policy Development/Program Planning Skills:

Understands how policy options can influence public health programs.

Collaborates in the development, implementation and evaluation of evidence-based public health practices and programs with team members and partnering agencies.

Applies strategies for continuous individual and departmental performance management and quality improvement.

Communication and Cultural Competency Skills:

Delivers linguistically and culturally appropriate information to target audiences including individuals, population groups, policy makers and governing bodies, using a variety of approaches.

Working knowledge of the Incident Command System and ability to function within it.

Community Dimensions of Practice Skills:

Maintains partnerships with key stakeholders and collaborates with community partners to promote the health of the population including all hazards preparedness and response.

Public Health Science Skills:

Applies basic public health sciences (biostatistics, epidemiology, and environmental health, social and behavioral health) to public health policy development and programs.

Good working knowledge of relevant federal, state, and local laws, codes and rules and regulations pertaining to Emergency Preparedness and Infection Control.

Financial Planning and Management Skills:

Adheres to the organization's policies and procedures, and participates in activities which contribute to the development of budget priorities and the efficient use of resources.

Participates in the reporting of program performance.

Leadership and Systems Thinking Skills:

Demonstrates knowledge of applicable infection control techniques and practice applicable for emergency response.

Adheres to applicable Occupational Safety and Health Administration standards.

Contributes to a work environment where performance management and continuous quality improvement exists.

Uses individual, team and organizational learning opportunities for personal and professional development and contributes to the growth of coworkers.

MINIMUM QUALIFICATIONS:

A baccalaureate degree with specialization in Public Health, Health Education, Nursing or a health related field from a regionally accredited or New York State registered four year college or university; AND

Three (3) years of paid experience in public health or health education. (A Registered Professional Nurse license in New York State is preferred).

SPECIAL REQUIREMENTS:

Incumbents will be required to possess a valid, appropriate level New York State driver's license at time of appointment.

Must be able to be fitted and wear NIOSH 95 mask.

Engage in the following movements: Climbing, balancing, stooping, kneeling, crouching, reaching, standing, walking, lifting, fingering, grasping, feeling, writing and repetitive motions.

Exert up to 30 pounds of force occasionally, and/or negligible amount of force constantly to move objects.

Hearing ability sufficient enough to communicate with others effectively in person and over the phone.

Visual ability sufficient enough to read typewritten documents, computer screens and drive a vehicle.

WORK ENVIRONMENT:

General office setting in the public health department. Work performed in the community may subject this position to adverse weather conditions and challenging interactions with off-site locations and community members. Travel to and from field locations may subject the position to increased risk of driving hazards. Community locations may expose the position to communicable disease, insects, and other disease toxins, hazardous materials, chemicals and animals.

Employees in this position may occasionally need to relate to members of the public who exhibit challenging, atypical or hostile behaviors and/or communication.

EQUIPMENT USED TO PERFORM ESSENTIAL FUNCTIONS:

Computer, fax, copier, personal or county vehicle, public health and medical equipment and supplies related to duties.

Jurisdiction Class:	Competitive
Civil Division:	County
Adoption by PO:	8/10/15

