

## CHELAN DOUGLAS HEALTH DISTRICT

### POSITION DESCRIPTION

**TITLE:** PHEPR Program Lead  
(Public Health Program Specialist I or II classification, depending on qualifications and experience)

**DEPARTMENT:** Administration

**SUPERVISOR:** Administrator or Associate Administrator

**SALARY:** Line P or PP Wage Scale {X} Exempt { } Non-Exempt  
(\$4,508 to \$6,036 monthly)

Required to become a member of the local collective bargaining unit?  Yes  No

### **GENERAL DESCRIPTION:**

This position coordinates and helps to lead programs that prepare local health departments and their local and regional healthcare system to respond to and help communities recover from public health and other emergencies. Work in this position is done under the direction of the Administrator or an Associate Administrator.

Duties include managing Preparedness Program grants and contracts and their deliverables; developing and managing budgets and work plans based on contract deliverables; providing leadership and staff support to the Regional Health Care Coalition; and coordinating the preparation, implementation, and evaluation of drills, exercises and other emergency preparedness and response training activities.

The work is carried out largely through partnerships including those with emergency management agencies, fire, police, health care providers, hospitals, community clinics, community organizations, Tribes, schools, businesses, faith organizations, neighborhood groups and many others. It also involves the State Department of Health and the other regional emergency response coordinators.

Additional responsibilities may include serving in incident command and/or general staff roles during public health emergencies; providing courteous, respectful, efficient customer service to all local and regional partners; and participating in local, regional, and state meetings and trainings. The position may involve supervision of support staff and contract employees or consultants.

**TYPICAL WORK:**

Duties may include:

- Coordinating the development and planning of exercises and other training activities for CDHD and Region 7, including the supervision of contractors assisting with exercise development and implementation.
- Planning and leading (or helping to lead) meetings and workgroups of various kinds, including those involving multiple community partners.
- Following up on meetings and exercises by assuring that there is appropriate action on key points and decisions. This requires an active understanding of the issues and relationships involved.
- Effectively representing the Health District in the Health Care Coalition and in DOH meetings.
- Serving as Region 7's Regional Emergency Response Coordinator (RERC) and collaborating effectively with RERCs from other regions.
- Serving as an active member of the public health incident response team, as assigned by the Incident Commander or agency executive authority, during actual emergency response and recovery events. This may include activities such as serving as the Health District's ESF-8 representative at a county EOC during an emergency response.
- Coordinate the development of newsletters, annual reports, after action reports, emergency preparedness and response plans, and other documents related to program activities.
- Responsibly handle confidential information, including patient information.
- Create and manage spreadsheets and databases to track budgets and program information.
- Carefully track due dates and achieve completion of deliverables under funding contracts, and of tasks that are part of program work plans.
- Prepare and submit timely reports on program activities to funding agencies and other authorities.
- Manage and prioritize multiple responsibilities and tasks.

**SPECIFIC KNOWLEDGE AND ABILITIES:**

The position requires at least two years of experience in public health emergency preparedness or a closely related program. This experience could include activities such as:

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- Writing or revising disaster/emergency response and recovery plans, working under ICS in emergency response efforts; participation in creating and debriefing exercises; participating in a planning team that involves multiple representatives from various organizations; participation in design, implementation, and evaluation of programs or projects; use of preparedness program computer software applications.
- Familiarity with policies and procedures regarding emergency preparedness and response, and understanding of and experience using Incident Command Systems; medical terminology, environmental health terminology and practice.

- Completion of the Federal Emergency Management Agency National Incident Management System and Incident Command Courses (IS100, IS200, IS700, IS800, and IS300/400)
- Strong writing and organizational skills.

**MINIMUM QUALIFICATIONS:**

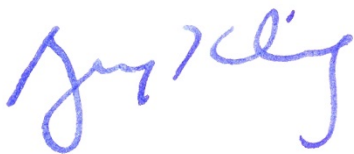
1. A masters degree in public health or a field related to emergency preparedness, or;
2. A bachelors degree in a related field and at least three years of related experience.
3. A valid Washington State driver's license, or the ability to obtain one within two weeks of hire.

**DESIRED QUALIFICATIONS:**

1. At least two years of experience in the Public Health Emergency Preparedness and Response (PHEPR) program, or in related emergency preparedness work.
2. Fluency in spoken and written Spanish.

**WORK ENVIRONMENT AND PHYSICAL DEMANDS:**

Work is normally performed in a standard office environment or in meeting rooms. Requires the capacity to operate computers and other standard office equipment on a frequent basis. Requires the ability to utilize telephone, ability to drive an automobile, ability to lift and carry items, and the ability to sit for extended periods of time. Regular attendance is a required function of this position.



April 11, 2017

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Approved by Administrator

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Date