

Public Health Response Coordinator

The Public Health Response Coordinator (PHRC) will coordinate the activities of the local and state health departments to increase overall preparedness. This position will identify public health emergency response strategies, analyze data from prior drills, events, and national incidents, and write/update plans annually. In addition, the PHRC position has a strong role in the community and will work with other first responders, health care agencies, non-government organizations, private industry, and public safety staff in training, education, and plan writing. This is a grant-funded position.

Minimum Qualifications:

- A bachelor's degree from an accredited college or university in planning, health science, public health, health administration or other closely related field;
- Two years of experience in emergency management activities preferred;
- A valid driver's license;
- Incident Command System certification preferred but will be available after appointment.

Desired Qualifications:

- Ability to work in a standard office environment.
- Ability to travel within the county, state, region, and nationally.
- Ability to lift 50 lbs.
- Ability to work at a desk and with a computer for multiple hours at a time.

The Emergency Response Coordinator will be responsible for the following:

- Coordinating the development and implementation of cross-divisional Big Horn County Public Health (BHCPH) preparedness and response planning, ensuring plans are integrated with and support the plans of the Wyoming Department of Health.
- Maintaining, train, evaluate, and edit plans specific to pandemic influenza, infectious diseases, the Strategic National Stockpile, radiological incidents, volunteer management and response, and the BHCPH Emergency Operations Plan.
- Follow responsibilities as outlined in the Public Health Response Capabilities document from the Centers for Disease Control and Prevention.
- Lead and participate in multiple meetings and committees throughout the county and state in public health and community planning and response.
- Provide technical advice to head officials in the Big Horn County Emergency Management relative to public health implications during an incident.
- Coordinate the participation of BHCPH staff in plan information, exercises, and incident responses.
- Work within the scope of duties as outlined by the contact agreement for the PHRC position between Big Horn County and the State of Wyoming, Department of Health.
- Assist other first responder agencies in the provision of the Emergency Support Function.
- Attend community planning meetings on emergency preparedness and response related to issues and concerns in the community, providing technical assistance when appropriate.
- As assigned, coordinate and facilitate meetings to support community planning, training and exercise activities, preparing agendas, minutes, presentations, routine correspondence, and research in support of such committees.
- Maintain the respiratory protection program for BHCPH employees.
- Monitor and maintain call lists for 24/7 contact.
- Monitor financial activities as related to multiple grants

- This position may be required to work evenings, nights or weekends when the situation requires it, such as (but not limited to) immunization clinics, emergency response, and/ or disease outbreaks. This position may occasionally encounter dangerous or unsafe conditions and is always prepared to remove self from the situation.

Salary Range: Depends on experience.

Big Horn County Government is an Equal Employment Opportunity employer. All qualified applicants will receive consideration for employment without regard to race, color, religion, sex, sexual orientation, gender identity, national origin, disability or protected veteran status. We will conduct background investigations for the final candidate being considered for employment.