

POSITION: Southeast Iowa Service Area 5B Emergency Preparedness Coordinator

DEPT / OFFICE: Des Moines County Public Health Dept.

STATUS: Full Time

TYPICAL HOURS / SCHEDULE: 40 hrs. per week, M-F, 8am-4:30pm, some evenings may be required

DUTIES: The Service Area 5B (Des Moines, Lee, Louisa, Henry, Van Buren, Wapello and Jefferson County) Emergency Preparedness Coordinator will plan, organize and coordinate activities for the Service Area Emergency Preparedness Coalition's response to all health related emergencies throughout the service area. These activities include education, communication and collaborative efforts to prepare for an all hazard response to emergencies, infectious disease outbreaks, and other medical and public health threats.

The Emergency Preparedness Coordinator is responsible for developing, updating and exercising a comprehensive emergency plan for service area on public health and hospital emergencies.

The EP Coordinator will assure that the Emergency Preparedness Coalition members and area health care providers are appropriately trained and knowledgeable about biological and chemical agents and/or other infectious diseases resulting in public health emergencies. The EP Coordinator will work with community partners to ensure rapid and effective public health and medical response to such events.

Must effectively coordinate the public health emergency plan and the medical emergency plan to coordinate responses with hospitals, public health, emergency responders and law enforcement agencies.

Travel is expected. Physical office will be located at Des Moines County Public Health, 522 North 3rd St. Burlington, IA. 52601

High school diploma or GED required. A 2 or 4-year degree in the biological sciences, public health administration, epidemiology, nursing or related field is preferred, but not required. Previous experience in related fields such as nursing, emergency management, public health, hospital preparedness, environmental health and safety, infectious disease or health education is preferred. Proficiency in using Microsoft Office, specialized software and office equipment. Experience or knowledge of the NIMS (National Incident Management System) is helpful.

Accepting applications until July 30, 2017.

Apply in person, by email or send resume to:

Des Moines County

Public Health

522 North 3rd Street

Burlington, IA 52601

poggemillerc@dmcounty.com

Des Moines County Public Health is an Equal Opportunity Employer