

**Job Title**

Emergency Response Coordinator

**Reports to:** Executive Director

**FLSA Status:** Nonexempt

**Classification:** Regular Full-time

**Primary Responsibilities**

This position will serve as the Public Health Emergency Response Coordinator for Southeast District Health Department (SEDHD) encompassing Johnson, Nemaha, Otoe, Pawnee, and Richardson counties. The incumbent will work closely with local government emergency management departments, first responders, healthcare agencies and others in the public and private sector to develop preparedness plans and respond to various emergencies including natural disasters, bioterrorism, chemical hazards, infectious disease outbreaks, and other public health threats.

**Examples of Work Performed**

- Coordinate the achievement of grant deliverables to achieve the capabilities expected in the Public Health Emergency Preparedness (PHEP) grant.
- Monitor compliance with PHEP grant specifications. Analyze progress towards deliverable and suggest ways to fill gaps and shortcomings.
- Maintain a positive working relationship with the staff of the Nebraska Department of Health and Human Services by providing all documentation and reports in a timely and accurate manner.
- Work with hospitals, long-term care facilities, emergency managers, first responders, other healthcare agencies, and others in the public and private sector within Southeast Nebraska to develop and strengthen preparedness and response capabilities.
- Develop, update, and maintain SEDHD emergency response plans for public health emergencies to include receiving and distributing the Strategic National Stockpile.
- Plan and conduct PHEP exercise grant requirements.
- Engage partner agencies in the planning and prioritization of needs and utilize available funds to address known gaps in preparation for potential emergencies. Identify gaps for equipment, supplies, and training from surveys and improvement plans from exercises.
- Collaborate with the Emergency System for Advanced Registration of Volunteer Health Professionals, Medical Reserve Corp, and other volunteer programs.
- Assist infectious disease surveillance staff in responding to disease outbreaks within SEDHD jurisdiction and conduct infectious disease investigations following state and federal requirements.

**Knowledge, Skills, and Abilities**

- Knowledge of the Incident Command System (ICS) and National Incident Management System (NIMS).
- Knowledge of principles and practices of emergency response planning and activities.

- Knowledge of principles and theories of disaster management and health care disaster response.
- Skilled in basic desktop software programs including Microsoft Office and able to learn other software as needed.
- Ability to work with various levels of agency management.
- Skilled in facilitation and presentation skills, listening, group processes and dynamics.
- Skilled in effective interpersonal communications, both written and verbal.
- Ability to be action-oriented, persevere, motivate others, and focus on program goals.
- Ability to build and foster collaborative relationships across a wide range of organizational levels and disciplines.
- Ability to coordinate the activities of diverse groups and agencies.
- Ability to manage work processes, establishing and working under deadlines.
- Ability to organize, plan, and prioritize projects using time management skills.
- Ability to work independently and as part of a team.
- Ability to exercise initiative, judgment, and discretion.

### **Working Conditions**

Work is performed primarily indoors in an office environment. Work during a public health emergency may be performed at healthcare agencies and emergency operation centers within SEDHD jurisdiction or other locations as needed. Work will include traveling to other facilities such as local or state public health facilities, hospitals, clinics, and community partner agencies.

### **Minimum Qualifications**

High School diploma or equivalent and at least three years of relevant experience. Bachelor's degree in emergency management, public health, health education, or related field is *preferred*.

### **Additional Preferred Licensure/Certificates**

- Completion of relevant emergency management courses such as the Federal Emergency Management Agency (FEMA) Independent Study Series and appropriate NIMS and ICS courses. Successful completion of ICS 100, 200, 700, 800 within three months of employment.
- A valid Nebraska driver's license.

### **How to Apply**

Send resume and cover letter to [careers@sedhd.org](mailto:careers@sedhd.org)