

BEAR RIVER HEALTH DEPARTMENT

JOB DESCRIPTION

Title: Emergency Planning Specialist

Division: Health Strategies

Grade/Step: 19 or 21 depending on experience & qualifications

Wage: \$22.78hr. - \$25.45/hr.

Description: Temporary Full-Time Benefited

Closing Date: Open Until Filled

Length of Employment: Position is subject to federal appropriations (temporary position). Continued employment is not guaranteed after the current funding time period (June 30, 2023).

General Purpose:

Under the general direction of the Lead Health Strategist and in coordination with the Emergency Response Coordinator and the Northern Utah Healthcare Coalition Director, assists with the development and exercise of emergency response plans. Assist with required trainings in Incident Command for the BRHD staff. Assist with planning and support for the Northern Utah Healthcare Coalition.

Minimum Qualifications Education & Experience

Grade 21 Graduation from an accredited college or university with a B.S. degree in Health Science, Public Health, Community Health, or other closely related field; AND 2 years of full-time paid professional employment in a community or public health setting, emergency healthcare response, emergency healthcare preparedness, or emergency healthcare planning.

Grade 19 Associates degree, or 2 years of study in a college or university in Health Science, Public Health, Community Health, or other closely related field; AND 1 year of full-time paid professional employment in a community or public health setting, emergency healthcare response, emergency healthcare preparedness, or emergency healthcare planning.

Minimum Qualifications Necessary Knowledge, Skills & Abilities

Considerable knowledge of public health, public administration, program management, and community mobilization. Must be skilled in computer programs including word processing, spreadsheets, databases, desk top publishing, and email use. Must have good written, verbal, and public communication skills. Must be able to establish and maintain effective working relationships with coworkers, other agencies, and the community. Must be able to work well under pressure, manage multiple tasks simultaneously, work well in team situations, meet deadlines, and be able to work independently on a day-to-day basis. Must have skills in public relations, conflict resolution, and leadership.

Summary of Duties

- Assist with development and exercising of the following plans:
 - All Hazards Preparedness Plan
 - Pandemic Plan
 - Administrative Preparedness Plan
 - Continuity of Operations Plan
 - Anthrax Plan Annex
 - Infectious Disease Plan
 - Medical Countermeasures Plan
 - CBRNE Plan
 - Non-pharmaceutical Interventions Plan
 - Burn Surge Annex
 - Response Plan Annex
 - Pediatric Surge Annex
 - Infectious Disease Annex
 - Medical Surge Annex
 - Hazards and Vulnerabilities Assessments
- Assist with required annual trainings in Incident Command for BRHD staff
- Utah BEMS Training Officer preferred.
- Understanding of healthcare structure and associated terminology.
- Other Duties as assigned

Special Qualifications:

Must possess or be able to obtain a valid Utah driver license at the time of employment. Must be able to provide their own transportation. Must be able to lift 50 pounds and be able to perform strenuous activities requiring flexibility, stamina, and overall general good health. Must have a flexible schedule and be available for work in the late evening, early morning, weekends, and Holidays as job requires. Must pass a criminal background check and drug screening test prior to employment. Must have a flexible schedule, available for work in the evenings and/or weekends as job requires.

Applications available Mon. through Thurs. 8 am to 6 pm and Fri. 8 am to 1 pm at the Bear River Health Dept. 655 E. 1300 N. Logan, Utah, or on line at www.brhd.org. Return completed application, resume, and transcripts to Sylvia Tello at the Bear River Health Dept.

Email: stello@brhd.org - Phone: 435-792-6498 – Fax: 435-792-6495