

Department: Public Health
Classification: Competitive
Grade: 9 M/C

SPEC DISK B4
DOCUMENT 81

PUBLIC HEALTH PROGRAM COORDINATOR

DISTINGUISHING FEATURES OF THE CLASS:

An incumbent in this position is responsible for planning, developing, administering and coordinating Essex County's Public Health activities, including Emergency Response Plan. Duties include developing, coordinating and implementing the program evaluating program effectiveness, and preparing statistical and technical reports for projects. The incumbent oversees program activities, and policies, including the management of both financial and equipment resources. The work is performed under general supervision, with leeway allowed for the use of independent judgement. Supervision is exercised over various subordinate professional, technical and clerical personnel. Does related work as required.

TYPICAL WORK ACTIVITIES:

Coordinates and administers the day to day operational activities of the County's Public Health Emergency Response Plan for a biological, chemical or radiological event of either an intentional or accidental nature;

Convene and conduct meetings of the Health Department staff and/or community groups to explore and define roles and responsibilities of individuals and their organizations in response to public health emergencies, including Bioterrorism;

Provide staff training for emergency response to an event;

Update the County Emergency Preparedness Plan annually or more often as indicated in collaboration with other agencies and health care providers to assure a coordinated and efficient response to an event;

Maintain liaison between the Department of Health, community organizations and intra-agencies in interpretation, presentation and dissemination of information regarding policies, plans, protocols and procedures;

Provide ongoing evaluation of emergency plans;

Maintain a passive and active disease surveillance system to identify when an event has occurred or is developing;

Respond to community public health emergencies as needed, mitigating the circumstances as needed;

Plan an ongoing communication system of all entities involved with a back-up plan in an emergency situation;

Conduct communicable disease surveillance and contact investigations;

Initiates and develops the active participation and cooperation of various professional groups, governmental bodies, other counties, volunteer agencies, citizen's groups and educational institutions in the development of the program;

Assist with planning and implementing of annual influenza vaccine campaign;

Act as a specialized consultant on bloodborne pathogens;

Coordinates the Medical Reserve corps;

Provide preparations to receive, store, manage and rapidly disperse vaccines and other pharmaceuticals to large populations;
Attend meetings with government agencies, community groups and the public concerning program components and related community activities;
Arrange public meetings and hearings prepare and distribute publications and literature for the client and provider;
Maintain minutes of all meetings;
Attend and participate in conferences, community meetings and seminars as necessary;
Develops and implements performance standards for quality assurance control;
Establishes management systems and administrative procedures to monitor and evaluate the program, and conducts periodic program reviews;
Designs and drafts program proposals, including grant applications, for the development of additional related projects;
Prepares necessary reports, plans protocols and procedures as required;
Uses computer applications or other automated systems such as Word, Excel, social media and database, planning and publication software, in performing work assignments;
Present the Department's position on program issues at official hearings, to the public as well as the new media.

FULL PERFORMANCE KNOWLEDGE, SKILLS, ABILITIES AND PERSONAL CHARACTERISTICS:

Thorough knowledge of Public Health principles and skill in their application to community health programs in the area of the Public Health Emergency Response Plan;
Working knowledge of the Incident Command System and ability to function within it;
Thorough knowledge of the principles and practices of organizational and administrative processes and techniques;
Good knowledge of relevant federal, state and local laws, codes, rules and regulations;
Good knowledge of community and human service agencies;
Good knowledge of health education and public relations organizations;
Ability to use computer applications such as Word, Excel, social media and database, planning and publication software;
Ability to assemble, organize and present information clearly in both oral and written form;
Ability to establish and maintain effective working relationships with both professional and non-professional personnel, volunteers and community representatives;
Good knowledge of resources and the ability to maintain an effective working relationship;
Good sound professional judgement, tact and courtesy;
Physical condition commensurate with the demands of the position;

MINIMUM QUALIFICATIONS: Either:

- (a) Graduation from a regionally accredited or New York State registered college or university with a Master's degree in a nursing or health related field and one year experience in Public Health or Health Education
- (b) Graduation from a regionally accredited or New York State registered college or university with a Bachelor's degree in a nursing or health related field and three years of experience

in Public Health or Health Education; or

(c) An equivalent combination of training and experience as defined by the limits of (a) and (b).

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