

Public Health Planning and Preparedness Manager



Position Description

Status

Full-Time, Exempt

Compensation

C41

Bargaining Unit

N/A

Reports to

Health Officer

Supervises

Health Educator and Public Health Information Officer

Position Category

Manager

Summary

This position oversees the activities in the Public Health Planning, Promotion, and Emergency Preparedness (PHEP) section ensuring a coordinated federal, state, and local alignment if applicable for public health planning, preparedness, and promotion to improve health outcomes. Responsible for developing, exercising, and communicating community health plans and response plans with stakeholders in the community. Manages the health department's capacity to respond to community health concerns with emergencies as identified in community health assessments and the Public Health Emergency Preparedness Grant Work plan. Aligning plans to optimize efficiencies and improve public health outcomes.

Essential Functions

Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. This position has direct supervisory responsibilities and serves as a coach and mentor for other positions in the department.

1. Manages the Health Educator and Public Information Officer activities.
2. Determines and conducts health assessments, plans and promotes activities that improve health outcomes, and implements policies and procedures to address health risks and threats.
3. Develops and coordinates procedures, drills, and exercises for community health outreach/education to test public health's capability to respond to disasters, pursuant to federal guidelines, goals and objectives.
4. Assures that all health department staff, providers and volunteers are trained appropriately as it relates to emergency response situations. Serve as the coordinator and administrator of the Michigan Volunteer Registry.
5. Manages communication activities to provide health education for emergent and non-emergent health risks to improve health outcomes and minimize health risks. Identifies the use of innovative and new technology as appropriate to assist with communication activities.

6. Provides guidance and develops plans to recommend to the Health Officer and Medical Director related to emergency preparedness hazards and events.
7. Responsible for maintaining compliance of requirements for exercise manuals, situation reports, and after action reports in emergency responses per the Michigan Department of Health and Human Services Work plan.
8. Ensures the coordination of the Community Health Needs Assessment and Community Health Improvement plan are completed and evaluated on a regular basis. Works with the epidemiologist to analyze and interpret the data to develop strategic goals and objectives. Confirms steps to implement portions of the community health improvement plan are integrated into the public health program strategic plans.

Competencies

Competencies are listed below.

- Customer Focus
- Teamwork
- Employee Engagement
- Process Focus
- Financial Resources
- Goal/Results Oriented
- Communication
- Leadership & Influence
- Decision Making & Judgement
- Analysis & Problem Solving
- Public Health Core Competencies
- Ten Essential Public Health Services

Supervisory Responsibility

This position has direct supervisory responsibilities.

Work Environment

This job operates in a professional office environment. This role routinely uses standard office equipment such as computers, phones, photocopiers and filing cabinets. Potential exposure to hazardous agents is possible during the course of investigations or emergency situations.

Physical Demands

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job.

While performing the duties of this job, the employee is regularly required to express oneself and exchange information both verbally and in writing. The employee is frequently required to move about the office environment; operate a computer and other office machinery; and move or transport files or other items to meetings and other office spaces. This is largely a sedentary role; however, some filing is required. The ability to open filing cabinets and bend or stand on a stool as necessary is required.

Travel

Travel is required to access County buildings and throughout the county as needed during an emergency.

Required Education and Experience

1. Bachelor's Degree in Public Health or a related field.
2. Five (5) years of Public Health experience.
3. Five (5) years of Planning and Promotion experience in Health Education or Emergency Preparedness.

Preferred Education and Experience

1. Master's Degree in Public Health.

Other Duties

Ability to competently perform all the essential duties of the position, with or without reasonable accommodation, demonstrated commitment to effective customer service delivery, and the ability to work productively as a member of a team or work group are basic requirements of all positions at Allegan County.

Please note this job description is not designed to cover or contain a comprehensive listing of activities, duties or responsibilities that are required of the employee for this job. Duties, responsibilities and activities may change at any time with or without notice.

Signature

Employee signature below constitutes employee's understanding of the requirements, essential functions and duties of the position.

Employee _____ Date _____