

EMERGENCY PREPAREDNESS AND RESPONSE (EPR) CORE POSITION

This position collaborates with existing regional and local staff, including regional epidemiologists, in researching, developing, communicating, coordinating and executing overall public health preparedness planning, training and exercise efforts and strategies within the local jurisdiction. Position develops local all-hazards public health preparedness plans; develops and supports local preparedness training and exercises and collaborates on public health preparedness activities and issues with public health and other emergency preparedness partners and facilities.

COMPETENCIES AND QUALIFICATIONS

- Knowledge of public health, medical and emergency management principles, policies, procedures, and has knowledge of program requirements set forth by the Centers for Disease Control and Prevention (CDC) Public Health Emergency Preparedness (PHEP) Cooperative Agreement and the Assistant Secretary for Preparedness and Response (ASPR) Hospital Preparedness Program (HPP) Grant.
- Knowledge of the state and local public health and emergency management organizational structure in Colorado.
- Knowledge of the State of Colorado procurement and contracting policies and procedures.
- Possess effective written and oral communication skills as well as computer literacy.
- Possess effective facilitation and presentation skills.
- Proficient in using multiple computer software applications.
- Ability to coordinate with multiple partner agencies and jurisdictions to meet project goals and to develop effective, collaborative relationships within the assigned county/region.
- Knowledge of National Incident Management System (NIMS) guidelines and the Incident Command System, and have a minimum of ICS 100/200/700 certifications, and obtain ICS 300/400 within the first 6 months of employment.
- Ability and willingness to assist with the operations of a local emergency event.

JOB DESCRIPTION

A. Developing and Revising Plans – The position develops and maintains regional public health emergency response planning documents to address public and environmental health risks and vulnerabilities (i.e., natural hazards, biological, chemical, nuclear and radiological hazards) using the templates provided by CDPHE if applicable. The position also assists local agencies in the development and revision of local public health emergency response plans, such as the Emergency Support Function (ESF) #8 (public health, environmental health, medical, mortuary and behavioral health) annex to local emergency operations plans as well as public health emergency operations plan (PHEOP) and annexes.

Develops memorandums of understanding (MOU), to address various public health emergency preparedness and response issues such as facility, staff, and resource availability.

B. Training, Drills and Exercises – Coordinates with state and local emergency response partners to design, develop, implement and evaluate training, drills and exercises to improve ESF #8 response to all-hazards emergencies.

Coordinates with local, regional, state and federal emergency response partners to plan, conduct, review and evaluate emergency preparedness drills and exercises utilizing the Department of Homeland Security Exercise Evaluation Program (HSEEP) guidance. Assesses level of competencies, local training needs and capability to respond to various public health emergencies.

Facilitates meetings to determine planning and training gaps, identify existing resources and to secure partnerships with various agencies and organizations to improve policies and programs impacting public health emergency preparedness and response capabilities at the local level. Participates in various meetings and conference calls, such as All-Hazard councils/committee meetings, Healthcare Coalitions and Local Emergency Planning Committees (LEPC), to ensure that public health planning efforts are integrated into local and regional response plans.