

# **Employment Opportunity Announcement**

**Huron County Health Department  
1142 South Van Dyke Road  
Bad Axe, Michigan 48413  
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**An Equal Employment Opportunity Employer  
Office Hours: 8:00 AM - 4:00 PM  
Monday thru Friday**

**Date: February 3, 2022**

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**Position Title:** Public Health Emergency Preparedness Coordinator (1.0 FTE)

**Department:** Public Health

**Salary:** Pay Grade 10 (\$22.52 - \$28.47 per hour – based upon experience)

**Benefits:** Blue Cross Blue Shield – Medical, Dental & Vision (no premium cost to employee)  
MERS Defined Benefit Retirement Plan; Personal/Sick Leave; Annual Leave; Paid  
Holidays; Life Insurance

## **Duties:**

**Under supervision of the Health Services Director**, the Program Coordinator is responsible for the daily operations and personnel of their respective department. The following duties are normal for this classification. These are not to be construed as exclusive or all-inclusive. Other duties may be required and assigned.

- Coordinate efforts to develop a comprehensive bioterrorism preparedness plan and update and enhance the plan as new strategies are developed.
- Coordinate efforts to upgrade infectious disease surveillance and reporting.
- Coordinate efforts to expand communication and emergency response capabilities.
- Coordinate efforts to enhance the public health system for responding to a bioterrorism attack.
- Assess epidemiologic capacity.
- Research and establish a plan for executing emergency public health measures.
- Develop a plan to disseminate education to the public, health department staff, and other health care organizations in regard to exposure risks and effective response.
- Assess training needs with special emphasis on emergency department personnel, infectious disease specialists, first responders, public health staff and other health care providers.
- Conduct drills and testing with use of equipment, communications, personnel and emergency preparedness plan.
- Communicable Disease Coverage and Community Surveillance, Communicable Disease and Epidemiology Investigation and Surveillance.
- Participates in Continuous Quality Improvement (CQI) activities as requested.

## **Required Knowledge, Skills and Abilities:**

Bachelor's in a Health Science related field or other appropriate degree in area of program with three years relevant work experience; or any equivalent combination of education, training and experience which provides the necessary knowledge, skills and abilities.

Bachelor's prepared registered nurse preferred.

## **Other Requirements:**

A valid Michigan driver's license to operate a county vehicle is required.

Ability to safely operate a vehicle; use of an insured vehicle as needed for official LHD business.