

EMERGENCY PREPAREDNESS ASSISTANT

DISTINGUISHING FEATURES OF THE CLASS: This is technical work of moderately complex nature involving the responsibility for assisting the Assistant Director of Emergency Preparedness in providing support for various training programs and functions relating to emergency preparedness, including rapid response to emergency public health threat events, including infectious disease outbreaks, epidemics, pandemics, bioterrorism and/or chemical events. The work is performed under the general supervision of a higher-level administrator. Does related work as required.

TYPICAL WORK ACTIVITIES:

Assists with coordinating a comprehensive public health emergency preparedness and response plan by gathering and evaluating pertinent information related to a variety of emergency preparedness activities;

Assists in developing a variety of plans and reports to meet emergency preparedness objectives;

Participates in and may coordinate planning exercises to test the efficiency of the plans;

Meets with departmental staff to provide information and training on public health preparedness issues, including, but not limited to, surveillance, disease outbreaks, safety, response, role definition and FIT testing;

Corresponds with other County agencies, hospitals, health care facilities, pharmacies, businesses, and municipalities for the exchange of information and the coordination of emergency preparedness activities;

Assists the Health Information Network (HIN) coordinator within the New York State Department of Health to ensure that all required staff have access to the Health Alert Network (HAN), Health Commerce System (HCS) and other emergency systems;

Maintains logs of communications and information technology requirements with the New York State Department of Health and local Information Technology Systems;

Assists in meeting grant deliverables and maintaining supplies;

Reviews reports and activities of the various Emergency Preparedness Committees;

Attends local, state and regional Emergency Preparedness meetings as necessary;

Prepares a variety of reports.

FULL PERFORMANCE KNOWLEDGE, SKILLS, ABILITIES AND PERSONAL CHARACTERISTICS:

Good knowledge of the principles and practices of emergency preparedness; good knowledge of County resources available for providing emergency preparedness; good knowledge of federal, New York State and local laws governing the provision of emergency preparedness; good knowledge of emergency preparedness standards*; good knowledge of New York State Emergency Preparedness Plan*; ability to plan and coordinate emergency preparedness training for public health staff; ability to develop training schedules; ability to communicate effectively, both orally and in writing; ability to establish and maintain cooperative relationships with others; ability to prepare reports.

MINIMUM QUALIFICATIONS: An Associate's degree or higher and three (3) years of post-degree experience in one of the following areas: emergency preparedness/management, disaster relief, emergency services, emergency medical services or equivalent.

(over)

SPECIAL REQUIREMENT: Possession of a valid driver's license or accessibility to transportation to meet field work requirements in a timely and efficient manner.

*To be demonstrated during the probationary period.