

HEALTH AND HUMAN SERVICES PREPAREDNESS COORDINATOR

FUNCTION OF THE JOB

Under direction, responsible for the integration of emergency preparedness efforts throughout the Health and Human Services department to increase cohesive planning and response among divisions, realize efficiencies, and reduce duplication, increase staff awareness and involvement in department preparedness; and to perform other duties as required.

CHARACTERISTIC DUTIES AND RESPONSIBILITIES

1. Serves as the primary Health and Human Services Department liaison to Waukesha County Emergency Management and the singular point person for all preparedness efforts department-wide.
2. Oversees the development, review, and evaluation of public health and human services emergency preparedness and response plans including: sheltering, mass clinic, family assistance, volunteer reception center, extreme weather, emergency communications, and family reunification. Ensures Department response plans are pertinent in all types of incidents, natural or manmade, and address the needs of the whole community including individuals with functional and access needs.
3. Oversees the development, maintenance, and evaluation of the Department Business Continuity Plans.
4. Coordinates, in conjunction with the Waukesha County Mental Health Center Hospital Administrator, the development and maintenance of the Inpatient Mental Health Center Emergency Preparedness Program to ensure compliance with Centers for Medicare and Medicaid Services essential for hospital licensure.
5. Monitors and maintains Public Health Preparedness grant activities and budget by approving expenditures associated with the grant. Prepares Public Health Preparedness Program budget in compliance with county and state timelines and requirements.
6. Manages the Public Health Preparedness Program to ensure compliance with the State of Wisconsin required grant objectives, deliverables, and standards for current level of health department.
7. Ensures personnel within the Department acquire the tools and training to maintain a state of readiness, including proper credentialing and N95 fit testing. Directs emergency planning and operational responses at multiple locations and shifts for personnel training, drills, and exercises.
8. Manages non-clinical health and human service responses by coordinating and overseeing operations during an emergency or disaster. Directs and coordinates supervisory staff from multiple divisions and buildings involved in the delivery of emergency response support.
9. Provides on-call emergency response support for multiple disciplines across a variety of shifts.
10. Serves as Department representative and liaison to internal and external professional groups, community organizations, and the general public on mass care, mass clinics and other emergency preparedness responses, as well as providing community education.
11. Develop and train staff on building safety policies and procedures for fire, severe weather, accidents, and active shooter. Responsible to organize, conduct, and track building safety drills at the Human Services Center, Juvenile Center and Mental Health Center to ensure the Department has a workforce capable of responding to countywide emergencies.
12. Establishes and maintains effective partnerships and working relationships.
13. Establishes, organizes, trains and leads preparedness teams that includes the Functional Assessment Service Team, Emergency Response Team, and others as needed.
14. Selects, trains, assigns and reviews work, evaluates employees and handles any personnel problems of assigned preparedness or Evening Watch Program staff.
15. Provide on-call supervisory support for evening watch and front desk programs.
16. Is a member of the Public Health Division Management Team and the Department Leadership Team.
17. Assist with the development and implementation of the Department's Strategic Plan.
18. Performs emergency government duties as assigned in event of Waukesha County Emergency Government declaration.
19. Performs other duties as required.

QUALIFICATIONS

Essential Knowledge and Abilities

1. Thorough knowledge of emergency preparedness principles, practices, and procedures used by the health and human services department, especially in the areas of mass care and mass clinics.
2. Comprehensive knowledge of the administration of an emergency planning program.
3. Considerable knowledge of emergency government operations, incident command system and first responder role and responsibilities.
4. Considerable knowledge of chemical, biological, nuclear, radiological terrorism preparedness response.
5. Considerable knowledge of emergency management laws, including emergency planning and reporting requirements.
6. Considerable knowledge of state and local resources available in emergency situations, both governmental and private.
7. Considerable knowledge of supervisory and administrative principles, practices, and procedures.
8. Considerable knowledge of federal rules and regulations of the Health Insurance Portability and Accountability Act (HIPAA) of 1996.
9. Considerable knowledge of program management, including funding sources, grant compliance, program evaluation, and fiscal management.
10. Working knowledge of principles and practices of public relations and media presentations.
11. Working knowledge of computerized department program software, internet access, and database, spreadsheet and word processing programs.
12. Ability to multi-task in a fast-paced work environment.
13. Ability to comply with federal, state, and local laws, rules, policies, and regulations.
14. Ability to plan, supervise and evaluate the work of others.
15. Ability to plan, implement, and evaluate programs and services related to the department and divisions.
16. Ability to plan, organize, and direct department-wide emergency management programs.
17. Strong writing and communication skills for effective report and emergency plan writing and emergency preparedness implementation.
18. Ability to plan, organize, and effectively present emergency preparedness roles and responsibilities to community organizations, the Health and Human Services Board and Committee, other county departments, and department leaders.
19. Ability to create and implement group and individual training programs.
20. Ability to communicate effectively both orally and in writing.
21. Ability to establish and maintain effective partnerships and working relationships.
22. Ability to effectively interact with sensitivity with persons from diverse cultural, socioeconomic, educational, racial, ethnic, and professional backgrounds, and persons of all ages and lifestyles.
23. Ability to use computerized data base management systems to record and coordinate information.

Training and Experience

1. Graduation from a recognized college or university with a bachelor's degree in emergency management, public safety, public administration, or a closely related field.
2. Two years of work experience in public safety, emergency planning, public administration, or a closely related field.
3. Valid driver's license.