



PUBLIC HEALTH EMERGENCY PREPAREDNESS AND RESPONSE PLANNER I/II

Duties:

Performs public health emergency preparedness and response work in the planning, design, and implementation of public health preparedness activities and programs, including conducting response and capacity assessments, training and exercise development, and program evaluation in the Denver Metro Area. Works independently or may assume lead technical responsibilities in the planning and evaluation of public health preparedness and response activities. Also serves as a consultant to other divisions and community agencies. General direction is provided by the Emergency Preparedness and Response Coordinator / Director of Emergency Preparedness and Response. No formal supervisory responsibility.

Works closely with supervisor on regional and agency-wide efforts in emergency preparedness and response. In coordination with local, regional, and state partners, develops and evaluates plans, procedures, protocols, and agreements that define and guide emergency preparedness and response activities. Develops, implements and evaluates emergency preparedness and response related plans, procedures, protocols, and agreements in coordination with local, regional, and state partners. This position will specifically work on:

- Public health capability and scenario planning efforts to enhance key emergency operations plan documentation in coordination with internal staff, health and medical partners and emergency management partners.
- Support training and exercise efforts and maintain training and exercise plan and tracking system. This includes assessing agency preparedness capabilities, developing training curricula, and delivering the trainings to the appropriate audiences for key areas of job focus.
- Evaluating designated plans, procedures, protocols, and agreements through the development and implementation of tabletop, functional and full scale exercises. This includes developing HSEEP compliant after action reports and improvement plans, and assisting in the coordination and completion of improvement activities.
- Operating in key functional roles during responses to incidents.
- Serve in a lead position specific role for the agency Public Health Incident Management Team.

May be responsible for staffing a designated command or general staff position in the agency Department Operations Center or serve in the Emergency Support Function #8 (ESF8) position in the county and jurisdictional Emergency Operations Centers during incidents and functional exercises. Works closely with Emergency Preparedness and Response Coordinator and Director of Emergency Preparedness and Response in conducting emergency preparedness and response needs assessments and capability assessments related to focus areas of Planner duties. Works directly with TCHD staff and designated partners to plan exercises and develop response plans based on needs assessments. Participates in various committees and groups related to program activities and responsibilities both in the jurisdiction and in



the all-hazards region.

The planner serves as a liaison with other response partners, including offices of emergency management, hospitals, mental health and fire, law enforcement, and emergency medical services agencies. Works with the above stated partners, community agencies and other professional groups to ensure and that the public health needs of the community are met. Incorporates public health planning activities into the agency's overall planning process. Must be available 24/7 to respond to emergencies; employee responds, as required, to support public health emergencies, incidents and events. Employee participates in all exercises and drills on emergency preparedness, as required. Completes trainings identified as appropriate for this level employee. Performs other duties as assigned and required.

Education:

Requires a Bachelor's Degree from an accredited college or university with major coursework in public health, communications, education, emergency management or a related field and 2-3 years relevant work experience. Training in public health/environmental health preferred. Master's Degree in a related field is also preferred. Possession of a valid driver's license.

Knowledge, Skills, and Abilities:

Principles, practices, techniques, and procedures as related to emergency preparedness planning, evaluation, and needs assessment. Word processing, database records management, PowerPoint presentations, and research methods via the Internet. Establish and maintain effective working relationships with other Tri-County Health Department employees, representative of other agencies and organizations, other regional planners, state and local responders and members of the community. Communicate effectively both verbally and in writing to make informational presentations, develop after action reports, and prepare evaluative reports. Develop measurable objectives and gather, analyze, and interpret findings from related projects.

Salary: Depending Upon Qualifications
Office Location: Greenwood Village
Employment Status: Full-Time, 40 hours per week
Close Date: October 15, 2016

INTERESTED APPLICANTS: Submit a cover letter and resume or a job application to humanresources@tchd.org or FAX: 303-741-2351