



JOB ANNOUNCEMENT

Healthcare Community Preparedness Program Liaison

PS:Healthcare Community Preparedness Program Liaison – HCP091

Clayton County Health District 3-3

Clayton County, GA

Minimum Hire in Salary: \$36,268.09

Job Description: Provides technical assistance and training within a health care specialty. Plans, directs, and implements a specialty program. Evaluates programs for compliance with state and/or federal guidelines.

All District 3 Public Health, County Health District employees are deemed essential employees in the event of an emergency. As such, you may be called on to participate in an event not limited to but including, staffing a shelter, a Specimen Point of Collection Site (SPOC) and/or Point of Dispensing site (POD). When you are called on to participate, you are expected and it will be a part of your job requirement to participate, whether the emergency occurs during or outside regular work hours.

Job Responsibilities:

- Assesses current capabilities and preparedness of the healthcare community within the district for response to any emergency situation.
- Coordinates with the State Inventory Specialist to assist with tracking and managing assets in the district
- Ensures all meetings, trainings, exercises, and other events are uploaded appropriately
- Coordinates program with other health care providers/organizations to promote optimal implementation of program services by actively participating and attending all meetings including, but not limited to: Local Emergency Preparedness Committee, Regional Coordinating Hospital meetings, Mutual Aid Task Force, Nursing Home Council Coordinating meetings, scheduled and urgent Statewide Emergency Preparedness meetings, monthly Statewide Emergency Preparedness conference calls, urgently called Emergency Preparedness conference calls and other meetings related to the health care community. Participates in regional planning/preparedness, and response activities with Community Health Centers, Hospitals, Nursing Homes, Hospice, Assisted Living, and other Community Healthcare Partners. Continues the identification of relevant community organizations with the state and local government to include in planning, emergency preparedness, and response activities
- Determines communication strategy for field staff
- Develops long- and short-term objectives and plans for the program
- Develops policies, procedures, protocols, and guidelines for the program
- Monitors, assesses, and evaluates program to determine compliance with state and/or federal guidelines and progress in meeting established goals
- Plans, coordinates, and implements educational and training programs within the specialty
- Provides technical assistance and advice to develop, implement, and improve programs related to specialty
- Research and recommend best practices
- Research, prepare, and submit grant applications
- Reviews and interprets state and federal regulations related to the program
- Supports four Healthcare Coalitions
- Research, prepare, and submit grant applications
- Reviews and interprets state and federal regulations related to the program
- Supports four Healthcare Coalitions

Sample Technical Competencies:

- Ability to complete an assessment to determine target audience's needs
- Ability to implement programs
- Ability to evaluate programs for quality and effectiveness
- Ability to develop and/or modify service plans and contracts
- Ability to identify training and educational needs of staff and target population

Salary offer will be based on Education, Years of Experience & Department Budget

Minimum Qualifications:

Bachelor's degree in a related field AND Three years' experience performing work related to area of assignment.

OR

Master's degree in a related field AND One-year experience performing work related to area of assignment

OR

Seven years' experience performing work related to area of assignment. Note: Some positions may require licensure.

Preferred Qualifications:

- Documented experience in emergency response & preparedness.
- Operational knowledge of MS Word, Power Point, Access, and Excel.
- Excellent verbal and written skills.
- Documented experience in project management.
- Good organizational and planning skills.
- Good presentation skills utilizing current technology
- Good leadership skills to promote a Public Health response to disasters.
- Good motivational skills to encourage participation and learning.
- Self-motivated, team player with a desire to succeed and learn.
- Completion of National Incident Management System, Incident Command Courses, 100,200,700 & 800.

Certification Requirements:

The Healthcare Community Preparedness Program Liaison will currently hold or be awarded the Emergency Management Healthcare Professional (EMHP).(or equivalent as stated by the Director of Healthcare Community Preparedness Program) and the Georgia Emergency Management Agency Certified Emergency Manager's certificate within two (2) years of accepting the position.

For more information on the State of Georgia Benefits visit -<http://team.georgia.gov/>

Benefits for Full Time Eligible Employees

- 12 Paid Holidays
- Generous Leave Package
- Employees Retirement System
- Health Insurance
- Dental Insurance
- Vision Insurance
- Health Care Spending Account
- Dependent Care Spending Account
- Life Insurance
- AD&D Insurance
- Disability Insurance
- Legal Insurance
- Long-Term Care Insurance
- Specified Illness

- Deferred Compensation (401K & 457 Plans)
- Atlanta Postal Credit Union

Additional Perks

- A supportive and rewarding work environment
- Physical Activity Breaks
- Worksite Wellness Program
- Employee Assistance Program

To learn more about District 3 Public Health visit - <https://www.claytoncountypublichealth.org/>

Due to the volume of applications received, we are unable to provide information on application status by phone or email. All qualified applicants will be considered but may not necessarily receive an interview. Selected applicants will be contacted by the hiring agency for next steps in the selection process. Applicants who are not selected will not receive notification. This position is subject to close at any time once a satisfactory applicant pool has been identified.

District 3 is an Equal Opportunity Employer

The State will not unlawfully consider an applicant's race, color, national origin, religion, age, disability, sex, genetic information, political affiliation, protected uniformed service, or other legally protected category when making selections.

Applicants chosen for employment will be subject to the following
Criminal Background Check/Fingerprinting
Pre-employment Drug Screening
Reference Checks & Immunizations Required