



**CASPER-NATRONA
COUNTY HEALTH DEPARTMENT**

475 S. Spruce St
Casper, WY 82601
Phone: 307-235-9340
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www.casperpublichealth.org

Job Announcement:

Job Title: Public Health Preparedness Specialist
Opening Date: September 18, 2018
Closing Date: Open until filled
Salary: \$18.50-\$24.00 per hour
Job Type: 32 hours weekly, Non-exempt, Term limited
Location: Casper, Wyoming

Position Description

Reporting to the Public Health Preparedness (PHP) Manager, specialists will perform those duties assigned including maintaining appropriate documentation of activities, responding to various emergencies, teaching cardio pulmonary resuscitation classes, coordinating the activities of the volunteer Natrona County Medical Reserve Corps and assisting the PHP Manager in planning, training and implementing the emergency operations plan and exercises.

Specific Duties and Functions:

- Provide ongoing maintenance of all equipment in public health preparedness.
- Provide training on preparedness topics for CNCHD employees and community members and organizations.
- Perform quarterly notification drills using the Wyoming Alert Response Network (WARN) and fill out data collection sheets.
- Update users in the WARN as needed.
- Follow up on identified improvements from the quarterly notification drills timely and accurately as required.
- Understands and actively participates in monitoring the contractual agreements associated with the particular program.
- Assist in preparing technical reports on program activities.

- Participate and plan exercises and drills provided by partner organizations using the Homeland Security Exercise Evaluation Program.
- Assist with organization and planning of exercises and actual public health emergency events.
- Assist with preparing planning documents for public health response in emergencies.
- Serve as the public health response coordinator in the absence of the PHP Manager.
- Represent the public health preparedness program and CNCHD at meetings and trainings.
- Respond to public health emergencies at the request of the PHP Manager, Executive Director, Natrona County Emergency Management office or other community partner as a CNCHD representative. Response may be coordinating public health services by phone, going to the incident site, telework and/or reporting to the CNCHD building.
- Knowledge of the base preparedness, cities readiness initiative and special grant funding deliverables.
- Attendance at monthly public health response coordinator conference calls.
- Participate in twice monthly Wyoming Department of Health radio drills.
- Update PHP Manager on status of ongoing projects.
- Assist with strategic planning for the preparedness program.
- Assist PHP Manager with clerical duties and other duties as assigned.

Medical Reserve Corps (MRC)

- Act as liaison to the Natrona County Medical Reserve Corps (NCMRC) members.
- Input volunteer hours into excel spreadsheet and report quarterly to the CNCHD bookkeeper for workers' compensation reporting.
- Input volunteer education hours into appropriate system for training provided by the NCMRC.
- Input NCMRC activities monthly to the national MRC website.
- Receive requests for NCMRC assistance, communicate the event to the NCMRC membership and make necessary arrangements with the requesting organization.
- Determine equipment needs for approved event and requesting purchase of additional equipment as needed.
- Develop packets for NCMRC meetings to include an agenda, financials and any other items necessary, emailing to the membership no less than 4 days prior to the meeting date.
- Inform the NCMRC membership of any pertinent information in the MRC network or from the MRC federal program office
- Participate in NCMRC board meetings and present requisitions for approval.
- Check the Volunteer Wyoming Activation of Volunteers in Emergencies (WAVE) system monthly for new volunteer applications.
- Arrange for new volunteer interviews with the NCMRC coordinator and PHP Manager and coordinate background checks and gather necessary copies of credentials from prospective volunteers.

- Provide orientation for new volunteers.
- Ensure equipment needed for events is transported to the event location.
- Participate in the planning process for large event planning with event organizers and other public safety agencies.
- Restock all equipment at the end of the event, filling out requisitions for replacement of used supplies or damaged equipment.
- Attend medical standby events not to exceed twelve (12) hours per month.
- Ensure all NCMRC volunteers have current credentials based on their volunteer assignment and update the member roster annually.
- Attend Wyoming MRC and Region 8 MRC conference calls and trainings, as approved by the PHP Manager.
- Assist with recruiting volunteers.
- Recommend and develop training for NCMRC members following national guidelines.
- Recommend and apply for grants and funding opportunities for the NCMRC

CPR

- Oversee and coordinate the American Heart Association (AHA) CPR program at the CNCHD.
- Ensure adequate supplies for the CPR program.
- Ensure instructors are trained in the most current AHA guidelines, holding training meetings as necessary.
- Ensure all materials used in the program are up to date in coordination with designated training center.
- Maintain instructor status for AHA Basic Life Support.
- Maintain credential as Training Center Faculty for designated training center.
- Assists in developing, revising, and evaluating programs goals and the budget process.
- Works with the PHP Manager to ensure compliance to budgetary guidelines for the program.
- Monitor the databases and related software that relates to the specific program requirements.
- Prepare requisitions for program expenses.
- Schedule CPR classes and ensure CPR classes are put into Eventbrite management software and class availability is on the CNCHD website.
- Assign cards to students that successfully pass the CPR class within 5 business days of the end of the class.
- Instruct CPR classes at CNCHD or offsite.

Respiratory Protection Program

- Provide annual training for CNCHD employees and volunteers for respiratory protection, revising presentation and exam as needed.
- Check all exams taken by employees and volunteers, ensuring an 80% pass rate.
- Schedule respiratory fit testing for employees.

- Provide respiratory fit testing for new employees within three (3) months of hire date.
- Provide all respiratory fit testing records to Disease Prevention Clinic Director.
- Update respiratory protection plan annually or more often as necessary.

Minimum Qualifications:

- Associates degree or two (2) years equivalent education and experience preferably in a health, science or emergency preparedness related field.
- Willingness to obtain AHA Instructor certification.
- Successfully complete medical evaluation on hire.
- Successfully complete immunization review on hire.
- Successfully complete drug screening on hire.
- Successfully complete Background and Central Registry screening.
- Possess a valid State of Wyoming driver license.

Preferred Qualifications:

- Bachelors degree or four (4) years equivalent education and experience preferably in a health, science or emergency preparedness related field.
- Experience in emergency planning and response.
- Experience in program evaluation and quality improvement.
- Excellent technical writing skills.
- Computer skills including experience in use of Microsoft products.
- Current AHA Instructor Certification.

Knowledge, Skills, and Abilities:

- Ability to perform a variety of clerical work, including filing and bookkeeping tasks.
- Ability to work on own initiative with minimum of supervision on multiple projects concurrently
- Ability to follow written and oral instructions.
- Ability to maintain AHA Instructor Certification.
- Ability to follow written and oral instructions.
- Ability to lift forty pounds from floor to waist level.
- Ability to withstand hours of standing, walking, bending, stooping and lifting.
- Ability to read, write and speak English.
- Ability to make public presentations to groups.
- Technical/professional writing skills.
- Organize and motivate professional groups

Responsibility/Accountability:

- This position reports to the PHP Manager.

ADA Essential Requirements:

- Vision adequate for daily work, corrected vision of 20/40- on the Sneller scale.
- Hearing adequate for daily work corrected hearing of 30 decibels on the 1000, 2000 frequency scale.
- Must have the ability to lift forty pounds from floor to waist level.
- Operate vehicle for travel in conducting work requirements in a variety of settings.
- Reasonable accommodations will be addressed, based on the Position Description.

Potential Hazards Includes:

- Potential exposures to communicable disease from direct/or indirect personal contact.
- Use of vehicles/or equipment.
- Variety of environmental conditions at work sites.
- Unfriendly animals at work sites.
- Injury due to awkward positions, and prolonged computer work.
- Exposure to chemical agents, to include reagents, sanitizers and other chemicals that may be associated with routine and incidental assignments.

Performs Other Duties as Assigned

The above statements describe the general duties, which constitute the work of this position and shall not be considered a detailed description of all the work requirements inherent to this position.

How to Apply:

Interested applicants must submit a letter of intent and resume or curriculum vitae to the Casper Natrona County Health Department. You may submit your letter of intent and resume/CV electronically or mail a hard copy to the following address:

Audrey Gray
Public Health Preparedness Manager
Casper-Natrona County Health Department
475 South Spruce Street
Casper, Wyoming 82601

Phone: (307) 577-9737

Email: agray@cnchd.org

Website: www.casperpublichealth.org