

Jackson County Health Department Job Description

Job Title: Preparedness and Compliance Specialist

Division: Support

Salary Classification: Compliance Specialist

FLSA Status: Non-exempt

Employee: Jamie Moore

Reports to: Director, Preparedness & Response

Approved Date: 2024

Summary: Under general direction, performs planning, development, implementation and evaluation of activities related to the emergency preparedness and response of Jackson County Health Department. Supports planning and development of emergency preparedness efforts among community partners. The individual may also assist in training others.

Duties and Responsibilities:

Emergency Preparedness & Response Duties:

1. Work with local, regional and state partners to develop, maintain and exercise emergency preparedness and response plans for public health in Jackson County.
2. Provide training on public health emergency preparedness and response plans for health department staff and community partners. Participate in training as assigned.
3. Participate in local, regional and state preparedness planning meetings. Facilitate internal and community meetings regarding public health preparedness planning and training.
4. Work internally, across divisions, to better enable the Department to operate through emergent situations.
5. Ensure that grant deliverables are met. Meet with Illinois Department of Public Health staff for grant progress meetings, report reviews.
6. Implement assigned responsibilities as part of the agency's emergency response for both exercises and actual responses.

Medical Reserve Corps Duties:

7. Under the general guidance of the MRC Director, coordinate the recruitment, training and engagement of MRC volunteers.
8. Work internally and with community partners to engage MRC volunteers on projects that align with the mission of JCHD and Jackson County MRC. Record MRC volunteer hours and report as needed.
9. Represent Jackson County MRC at community meetings and events.
10. Participates in emergency preparedness and response activities-both exercise and actual events as assigned.

Other Duties:

11. Handle conflict and confrontation in a firm, professional manner suggestive of solutions.
12. Adhere to HIPAA privacy regulations and OSHA safety standards.
13. Incorporate ethical standards of practice into all interactions, including the use of data and information
14. Interact with diverse populations effectively and professionally, regardless of age, cultural, socioeconomic, educational, racial or ethnic background, sexual orientation, lifestyle and physical ability. And respect the cultural, language and religious practices of others.
15. Assume responsibility for own professional growth and development by pursuing continuing education, participating in professional committees and work groups and contributing to a work environment where continual improvements in practice are pursued.
16. Other duties as required or assigned.

Qualifications:

Education and Experience -

Requires a bachelor's degree (from an accredited college or university) in a health-related, planning or emergency management related field with a minimum of 9 semester hours of science and one year of professional work experience in health, planning, emergency preparedness or related.

Technical:

Requires proficiency in basic computer skills, including e-mail and internet. Prefer knowledge and skills in the areas of word processing (Microsoft Word), spreadsheets (Excel) and database management (Microsoft Access). Good knowledge of portable document formats is a plus.

- o Requires travel by automobile. Valid driver's license, proof of minimum insurance and vehicle required.

Physical:

- o Must be able to move or carry up to 25 lbs.
- o Must be able to set up emergency tents and equipment.

Skills and Characteristics:

- o Ability to use correct English usage and maintain good written communication skills. Ability to present ideas clearly and concisely, both orally and in writing.
- o Must have initiative, strong organization skills and ability to work independently while managing multiple tasks.
- o Meeting facilitation skills and ability to plan and coordinate exercises.
- o Ability to make independent judgments and to assist staff with programmatic issues.
- o Knowledge of the psychological and sociological concepts governing individual and group behavior.
- o Demonstrated ability to present and conduct self professionally; a commitment to confidentiality; and a willingness to work as part of a team. Sound judgment, independent decision making, problem-solving and critical thinking skills are also a must.
- o Flexibility, strong interpersonal skills establish and further develop cooperative working relationships with community, governmental, subcontract agencies and other groups and work well with all levels of internal staff and external partners.

Work Environment:

- o Frequent interruptions and distraction with multiple concurrent tasks;
- o Position requires evening, early morning, or weekend work for special program events;
- o This position involves occasional work in an outdoor environment where climate conditions may be extreme;
- o Position requires both off-site field work and office work.

Specialized Training Requirements (post-hire):

- o Incident Command IS 100, 200, 700, 800 and ICS 300 and 400
- o Receive in-service training as required
- o Misc. trainings required under employment law

