



POSITION AVAILABLE

Position: Emergency Response Coordinator / Epidemiologist Combined

Hours: Full Time 40 hours

Wage Range: \$18.00 - \$30.00 /hr (dependant on experience and position)

Qualifications: Combined Position: Master's degree in public health, preferred, or related field with completion of CDC principles of Epidemiology. ERC Only: High school diploma or equivalent, and one (1) year experience in accounting, bookkeeping, or related field; or any combination of equivalent education, training and/or experience.

Epidemiology Function: Responsible for providing statistical input to analyze and interpret epidemiological data and conducting communicable disease investigations and surveillance.

Combined/ERC Only Functions: Responsible for emergency preparedness response planning and procedures, working with the Southwest Ohio Regional coordinators to develop, implement, maintain and routinely update emergency plans, complete and submit grant applications and required reports related to the Public Health Emergency Preparedness (PHEP) grant. Coordinate re-accreditation requirement activities per Public Health Accreditation Board standards.

Physical Demands and Working Conditions: Involves travel to attend meetings with state/regional/national agencies and community partners. Must have current driver's license valid in the state of Ohio and access to a personal automobile with valid automobile insurance. In cases of emergency, unpredictable client situations, and/or department needs, may be required to perform additional manual labor.

Knowledge, Skills and Abilities: carry out instructions in written, oral, or picture form; deal with many variables and determine specific action; recognize unusual or threatening conditions and take appropriate action; define problems, collect data, establish facts, and draw valid conclusions; read, copy, and record figures accurately; complete routine forms; compile and prepare reports; prepare accurate documentation; write instructions and specifications; use proper research methods to gather data; prepare and deliver speeches and presentations; maintain records according to established procedures; prepare routine correspondence; communicate effectively; determine material and equipment needs; recognize safety warnings; develop and maintain effective working relationships; answer telephone inquiries; handle sensitive inquiries from and contact with officials and general public.

This job requires working occasional evenings and weekends.

Forward cover letter and resume to:

Preble County Public Health
615 Hillcrest Drive
Eaton, Ohio 45320
Attn: Scott Wilford
Or by email:
scott@preblecountyhealth.org

Deadline to Apply: Open until position is filled

Preble County Public Health is an Equal Opportunity Employer and does not discriminate based on race, color, nation origin, sex, sexual orientation, genetic information, religion, age, disability or military status in the employment or the provision of services.

A PHAB Accredited Health Department

