

Job Description

Job Title:	Emergency Response Coordinator
Reports to:	Administrator
Description:	Provides overall coordination for all aspects of the Public Health Emergency Preparedness grant and serves as volunteer coordinator of the Mercer County Medical Reserve Corps

Responsibilities:

Coordinate all-hazards emergency planning and preparedness activities with Mercer County EMA Director as well as MCHD's Public Health Emergency Preparedness and Response Stakeholders

Enhance key partnerships with medical providers, emergency responders, law enforcement, and agencies providing human services

Ensure all grant-required deliverables, services, and reports are met and submitted on time

Complete all trainings as required by the PHEP Grant for coordinators

Maintain Public Health Emergency Plans and Annexes

Maintain Public Health emergency training and exercise program including exercise development/facilitation/evaluation/improvement-planning

Participate in local, regional, and state meetings and annual Summit, and others as needed or at the request of the MCHD Administrator

Assume a leadership role in Public Health emergencies or disasters and serve as Public Health liaison as appropriate in other all-hazards type incidents

Serve as leader of the Mercer County Medical Reserve Corps volunteers and coordinate recruitment, training, and reporting activities

Qualifications:

Strong computer skills, particularly in Microsoft Office applications

Strong communication skills, both verbal and written

Ability to establish and maintain effective working relationships

Ability to work with minimal supervision both independently or as part of a team

Capability to handle multiple tasks at once and make effective decisions in stressful situations

Ability to seek knowledge through independent study and outreach to colleagues and community partners

Minimum: high school diploma/GED - Bachelor's degree and/or experience in a related field preferred

Must have a valid driver's license and insurance