



HARNEY COUNTY
Employment Vacancy Notice
Public Health Emergency Preparedness (PHEP)

Date: August 31, 2020
Department: Public Health
Job Title: Public Health Emergency Preparedness (PHEP)
Contact: Deanna Atwell HR
Hours & Days: 20 hours per week
Salary/Benefits: \$20.08/hour non-benefited

This position is a part time, grant funded position equal to one .5 FTE

Purpose of the Position:

The Public Health Emergency Preparedness (PHEP) Coordinator is responsible for the development and maintenance of the Public Health Emergency Preparedness Plan as well as various other programs as necessary.

ESSENTIAL JOB FUNCTIONS:

The PHEP Coordinator assesses public health emergency preparedness educational needs, and plans, develops and implements education/training programs. The PHEP Coordinator has frequent interaction with Emergency Management Services personnel, the hospital, medical providers, law enforcement, fire personnel, pharmacists, veterinarians, coroners and community-based organizations. Coordination with other program directors is essential. The PHEP Coordinator may lead the work of others on various assigned projects and tasks. Direct supervision of program staff may occur during an actual event. Performs related work, as required.

JOB QUALIFICATIONS REQUIREMENTS:

MANDATORY REQUIREMENTS: Ability to travel out of town and to overnight meetings. Excellent computer and writing skills. Ability to work in teams as well as independently. Strong background in community outreach, organization, and public health.

SPECIAL REQUIREMENTS/LICENSES: Possession of a valid driver's license. Proof of insurance if driving personal vehicle.

Application Closing Date and Time: Until filled. Obtain an employment application and complete job description from Human Resources, by email at deanna.atwell@co.harney.or.us or call 541-573-8373

Harney County is an AA/EEOE.