

TRANSFER/PROMOTIONAL OPPORTUNITY

Health Project Coordinator – Emergency Preparedness

PURPOSE:

The Health Project Coordinator – Emergency Preparedness, assigned to the Cities Readiness Initiative (CRI) is responsible for ensuring that the City of Milwaukee, in collaboration with the Milwaukee Metropolitan Statistical Area (MSA) meets the objectives of the CDC Cities Readiness Initiative to successfully plan for large-scale medication distribution to the MSA during a 48-hour timeframe. This will be accomplished through planning for receipt, storage, and dispensing of the strategic national stockpile with four neighboring counties, Racine, Ozaukee, Washington, and Waukesha. This position collaborates with local health departments in the Milwaukee MSA, as well as with other key preparedness partners, such as police, fire, emergency management staff, and volunteer groups to coordinate awareness and planning activities.

ESSENTIAL FUNCTIONS:

- 30%** Oversee public health emergency preparedness, planning and response activities for the Strategic National Stockpile and mass clinic operation, including the development of written response plans and protocols for the City of Milwaukee.
- 20%** Function as liaison between MHD and other agencies involved in mass clinic operations, including but not limited to police, fire, emergency management, healthcare providers, volunteer organizations, large employers, universities, schools, community groups and other non profit organizations. Participate in workgroups and committees focused on public health preparedness for the Milwaukee MSA. Identify mass dispensing sites within the City of Milwaukee, evaluate their suitability, and obtain Memorandums of Understanding with sites.
- 20%** Develop, conduct, and evaluate exercises to assess public health preparedness in compliance with CDC/Department of Homeland Security guidelines. Develop after action reports.
- 15%** Participate in data collection, program evaluation, and preparation of reports pertinent to contract objectives or as assigned by the program supervisor.
- 10%** Develop, identify, evaluate and/or provide technical assistance related to educational methods and materials which are appropriate for the diverse target audience. Create and/or coordinate training for mass clinics.
- 5%** Assist in communicable disease follow-up, outbreak management, and other duties as assigned.

Reasonable accommodations requested by qualified individuals with disabilities will be made in accordance with the Americans with Disabilities Act (ADA) of 1990.

MINIMUM REQUIREMENTS:

1. Current status and at least three months experience as a regularly appointed City of Milwaukee employee.
2. Bachelors Degree in health, science, disaster and risk management, business, criminal justice or related field. Master's degree is preferred.
3. Two years project management experience or experience related to the above essential functions.
NOTE: Equivalent combinations of education and experience may be considered.
4. Valid WI driver's license and use of a properly insured personal vehicle at time of appointment and throughout employment.

KNOWLEDGE, SKILL AND ABILITY REQUIREMENTS:

- ❖ Ability to set objectives and goals; Break down work into the process steps with the ability to prioritize and handle

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multiple tasks.

- ❖ Ability to read, analyze, and interpret common scientific and technical journals, emergency response plans, and legal documents. Ability to respond to common inquiries or complaints from customers, regulatory agencies, or members of the business community. Ability to write abstracts, model practices, and articles for publication that conform to prescribed style and format. Ability to effectively present information to top management, public groups, and/or boards of directors.
- ❖ Ability to apply concepts of epidemiology.
- ❖ Ability to solve practical problems and deal with a variety of concrete variables in situations where only limited standardization exists.
- ❖ Ability to interpret a variety of data and instructions furnished in written, oral, diagram, or schedule form.
- ❖ Knowledge of Microsoft Office suite, including Access, Word, Excel, and Outlook,
- ❖ Ability to build and maintain good working relationships with a multi-cultural, multi-disciplinary staff, managers, governmental officials, other agencies and the public. Ability to provide services in a culturally sensitive manner and to deal effectively with persons of diverse backgrounds.
- ❖ Ability to present ideas effectively in formal and informal situations and to convey thoughts clearly, concisely and accurately.
- ❖ Learn new skills on own initiative; Demonstrate understanding and interest in current trends and best practices in the field.

THE CURRENT PAY RANGE 004 is: \$1,699 to \$2,380 bi-weekly.

SELECTION PROCESS: The Health Department will conduct a job-related selection process consisting of an evaluation of education and experience, a personal interview, or other assessment methods. The Department reserves the right to invite only the most qualified candidates to the personal interview. The selected candidate will be *transferred and/or promoted to the position*.

APPLICATION PROCEDURE: *Send a letter of interest, resume, and application to Victoria Robertson, Human Resources Analyst Senior, at Zeidler Municipal Building, 841 North Broadway, Third Floor by October 3, 2008.*

You may obtain applications and further information in person or by mail from the City of Milwaukee, Department of Employee Relations, Room 706, City Hall, 200 East Wells Street, Milwaukee, WI 53202-3554, by visiting www.milwaukee.gov/jobs, or by calling (414) 286-3751.

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The City of Milwaukee Health Department values and encourages diversity and is an Equal Opportunity Employer.