



JACKSON COUNTY HEALTH DEPARTMENT EMPLOYMENT OPPORTUNITY



Public Health
Prevent. Promote. Protect.
Jackson County Health Department

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Preparedness Compliance Specialist

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.

KEY JOB DUTIES:

Emergency Preparedness & Response Duties:

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

Medical Reserve Corps Duties:

- Under the general guidance of the MRC Director, coordinate the recruitment, training and engagement of MRC volunteers.
- 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.
- Represent Jackson County MRC at community meetings and events.
- Participates in emergency preparedness and response activities-both exercise and actual events as assigned.

Other Duties:

- Handle conflict and confrontation in a firm, professional manner suggestive of solutions.
- Adhere to HIPAA privacy regulations and OSHA safety standards.
- Incorporate ethical standards of practice into all interactions, including the use of data and information
- 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.
- 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.
- Other duties as required or assigned.

Salary: \$45,2008.80 (\$24.84/hr) - \$48,357.40 (\$26.57/hr) based upon experience

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

To apply, complete the application located on the Jackson County Health Dept website - jchdonline.org then select careers. Applications are being accepted thru July 12, 2024

JCHD is an Equal Opportunity & Affirmative Action Employer

We are committed to providing reasonable accommodations to individuals with disabilities in the employment application process. Candidates who need an accommodation due to a disability for any part of the application or hiring process should contact Human Resources at (618) 684-3143, ext. 102.