|  |  |  |  |
| --- | --- | --- | --- |
| Job Title: | IN-IDOH-Public Health  Preparedness Field  Coordinator District 3 | **Region :** | State of Indiana |
| Position Type: | Contract | Job Code/ Req#: | 754827 |
| Location: | Hybrid  **Worksite Address:**  Remote w/travel w/in district 3 for meetings and assistance. | **Agency Interview**  **Type:** | Webcam only |
| **Req. Status:** | Open | **Start Date:** | 01/27/2025 |
| **Expenses Allowed** | Yes | **End Date:** | 01/31/2026 |
| **No.of Openings** | 1 | **No New Submittals After :** | 01/09/2025 |
| **Max.Submmitals by Vendor Opening :** | 2 | **Send Resumes to :** | resumes@taurusbiz.com |
| **Level/Salary Range :** | $24.75/hr on C2C |  |  |
| **Requisition Description** | | | |
| **Short Description:** The Public Health Preparedness Field Coordinator serves as primary point of contact for LHD(s) within their assigned District for issues relating to ID-OH-Division of Emergency Preparedness, goals and objectives.  **Complete Description:**  Public Health Preparedness District 3 Coordinator  The Public Health Preparedness District Coordinator serves as primary point of contact for Local Health Departments within their assigned District for issues relating to ID-OH-Division of Emergency Preparedness, goals, and objectives. The Public Health District Coordinator serves at the direction of the Director of District and Local Readiness and respective IDOH DEP Regional Supervisor to their area.  **District 3 consists of the following cities/counties: Allen, Whitley, Miami, Wabash, Huntington, Wells, Adams, Noble, DeKalb, La-grange and Steuben.**  The overarching responsibility of the Public Health Preparedness District Coordinator is to identify overall preparedness gaps and needs of local health departments within their District, communicate them to their respective Regional Supervisor and assist in directing the locals to information and other resources appropriate to address their needs. It is also the responsibility of the Public Health Preparedness District Coordinator to work closely with the Healthcare Coalition District (HCC) Coordinator to help facilitate coordination between local public health  and healthcare partners on preparedness efforts that would require or benefit from collaboration between the two programs entities.  **Essential Duties & Responsibilities:**  Communicate regularly with the Regional Supervisor to share the needs, challenges, and accomplishments of the health departments within the assigned District and to receive instructions and guidance.  Participate in IDOH-Division of Emergency Preparedness conference calls and staff meetings as scheduled by the respective program Director and Regional Supervisors.  Attend scheduled District Coalition meetings along with the HCC Coordinator assigned to the district as well as any additional health department related meetings or events as assigned by Regional Supervisor.  Identify and communicate any planning, training, and exercise support needs or activities to Regional Supervisor.  Provide guidance and answer questions to IDOH preparedness efforts or direct them to where they may obtain the requested guidance when necessary.  Assist in tracking grant deliverable progress and completion during preparedness activities, data collection efforts, and inventory tracking as directed.  Complete any reporting and/or tracking forms and documents as identified and requested by Regional Supervisor and/or Director.  Assist in coordinating Medical Countermeasure (MCM) Operational Readiness Review(s) (ORR) in CRI jurisdictions as needed.  Submit summary reports of coalition or district meeting, individual meetings summarized on the bi-weekly (unless specified otherwise) reporting template.  Public Health Preparedness Field Coordinator - Expectations  Staff are expected to have a strong familiarity and understanding with IDOH Division of Emergency Preparedness policies, standard operating procedures, preparedness and response plans, and technical concepts of operations, and be able to effectively communicate these to the local partners.  Report outcomes (notes) of each meeting by submitting summary to Regional Supervisor within 2 business days.  If District staff feel they have not been provided sufficient guidance or training on any material(s), it is their responsibility to notify their IDOH Regional Supervisor and Contractor Project Supervisor that they require additional direction or clarification. District staff are expected to actively ensure local partners, understand technical and procedural aspects of IDOH-Division of Emergency Preparedness and other state emergency management and response strategies, tactics, and plans. If staff observe or are made aware of gaps in knowledge or understanding of these topics among local partners, it is their responsibility to provide direction and clarification, and to request assistance from their IDOH Regional Supervisor, if needed. District staff are expected to maintain an electronic file of all guidance documents,  templates, and boiler plates distributed by IDOH Central Office and expected to distribute these documents as directed by Regional Supervisors to local partners and be able to fully explain their purpose and use.  When working with the local partners, District staff serve as representatives of the Indiana Department of Health and are expected to conduct and present themselves as such. If at any time, District staff feel as if they are unclear on any duty or expectation as it relates to their position, or feel they need any additional guidance or training pertaining to the technical aspects of their position, it is their responsibility to communicate their need to their IDOH Regional Supervisor and the Contractor Project Supervisor.  Stay up to date on CDC, ASPR, ISDH and other relevant guidance documents and programs.  **Required/Desired Skills**   |  |  |  |  | | --- | --- | --- | --- | | **Skill** | **Required /Desired** | **Amount** | **of Experience** | | Emergency preparedness, public health or public safety experience. | Required |  |  | | Prior experience facilitating and managing meetings within program agency and local partners, including maintaining meeting notes. | Required |  |  | | Prior experience collaborating with Public Health or public safety program entities | Required |  |  | | Experience identifying and communicating training and support needs or activities of program. | Required |  |  | | Must possess strong working knowledge of and practical skills in the use of Microsoft Office applications | Required |  |  | | Strong communication skills, both orally and in writing. | Required |  |  | | Flexibility and ability to multi-task and prioritize according to agency's needs. | Required |  |  | | Prior working experience with grant management | Highly desired |  |  | | Bachelor's Degree preferred, will accept Public Health or Public Safety Experience as a substitute. | Desired |  |  |   **Questions:**   |  |  | | --- | --- | |  | **Description** | | **Question 1** | Absences greater than two weeks MUST be approved by CAI management in advance, and contact information must be provided to CAI so that the resource can be reached during his or her absence. The Client has the right to dismiss the resource if he or she does not return to work by the agreed upon date. Do you accept this requirement? | | **Question 2** | Please list candidate's email address and phone #. | | **Question 3** | Please list the city and state where candidate currently resides. | | **Question 4** | Will be required to travel once a month to each of District 3s Local Health Department and Healthcare Coalition meetings. Counties in District 3 include Allen, Whitley, Miami, Wabash, Huntington, Wells, Adams, Noble, Dekalb, LaGrange and Steuben . May also be required to travel w/in District 4 for  assistance as needed. Do you accept this requirement? | | **Question 5** | Field Coordinator is a remote work position but expected to travel across respective district/State of Indiana approximately 65%-75% of the time. Do you accept this requirement? | | **Question 6** | Candidate must reside within district 3. Please list the county the candidate lives in. | | **Question 7** | Candidates may be required to work an occasional weekend during an emergency response. Do you accept this requirement? | | **Question 8** | Potential candidates to review the DOH emergency preparedness home page for a better understanding of the agency and their function. See document located in reference section. Link at bottom of document  will take candidate to home page. Has candidate reviewed this? | | | | |
|  | | | |

|  |  |  |  |
| --- | --- | --- | --- |
| Reviewed By: | Swathi G | Date: | 01/03/2025 |
| Approved By: | Ram S | Date: | 01/03/2025 |
| Last Updated By: | Swathi G | Date/Time: | 01/03/2025 |