



Program Coordinator Public Health Emergency Preparedness

Knox Public Health is seeking an individual to coordinate the emergency preparedness activities of our agency to ensure agency response to community public health disasters. This position requires the ability to collaborate with local/regional planners to develop, assess, integrate and test response plans, procedures, protocols, and guidelines; evaluate current plans through drills and facilitate necessary exercises and training. The individual will serve as the health district liaison between regional/local response agencies. Responsibilities also include grant compliance, creating & updating all preparedness plans and reports and the collection of data to assure program quality and compliance through necessary evaluations and audits.

Requirements of this position are: Five years of professional experience in emergency management, public health, law enforcement, fire service, infectious disease control or related field and bachelor degree preferred. Individual needs to possess the ability to work autonomously, with interpersonal relationship building skills, excellent communication and computer technology skills.

This position is Regular, full-time 40 hours per week, 8:00 a.m. – 4:30 p.m. Monday – Friday, subject to a rotating, or flexible, shift; may work additional hours, evenings, and/or weekends as required.

Benefits include paid holidays, vacation, sick time, personal leave, and retirement; health, dental, and vision insurance available.

If you enjoy working in a fast-paced environment while keeping the standards of output efficient and on task, submit your **resume and application** to Human Resources, 11660 Upper Gilchrist Road, Mount Vernon, OH 43050 or email to resume@knoxhealth.com. Application can be found at www.knoxhealth.com. Position open until filled.

Employment application and this posting can be found on our website @ www.knoxhealth.com

Knox Public Health is an Equal Opportunity Employer Provider.