

Due to the volume of applications received, we are unable to provide information on application status by phone or e-mail. All qualified applicants will be considered, but may not necessarily receive an interview. Selected applicants will be contacted by the hiring agency for next steps in the selection process. Applicants who are not selected will not receive notification.

JOB ANNOUNCEMENT

Position is based on grant funding

POSITION: MEDICAL SURGE CAPACITY COORDINATOR

Posting# 992640-1016b

REQUIRED ATTACHMENTS TO APPLICATION:

- Supplemental Documents: *Supplemental Questionnaire*
- College transcripts and/or diploma if related to position - internet printouts & photocopies are acceptable

STARTING SALARY: Step 41; \$1,918 bi-weekly - \$23.98 per hour

Plus benefits package - Step increase available after completing probation and annually thereafter.

OPENING DATE: October 26, 2016

CLOSING DATE: *Open until filled

***All applications received by November 9, 2016** will be screened by the Personnel Office.

Those applicants meeting the specified qualifications and additional screening criteria will be referred for a hiring interview. The Personnel Office will continue to consider qualified candidates as needed until the position is filled.

The eligibility list created by this posting may be used to fill current full or part time vacancies and full or part time vacancies and grant funded vacancies that occur within the next two (2) months

For additional information see the job description at - <http://www.utahcounty.gov/jobs>

JOB SUMMARY:

Under the general direction of the Emergency Response Planner/Coordinator, and in collaboration with the Health Officer and Division Directors, performs professional level community medical surge capacity planning and response coordination work for the Utah County Health Department according to conditions of the Assistant Secretary for Preparedness and Response (ASPR) Grant.

DUTIES INCLUDE:

Organizes and facilitates the formation of a County/Regional Medical Surge Capacity Healthcare Coalition: develops and maintains the Utah County/Regional Community Medical Surge Capacity Plan; coordinates the plan with the Utah Department of Health, other federal, state, or local government entities, and with various response agencies, volunteer organizations, businesses, and private industry.

Coordinates the Department's Medical Reserve Corps efforts by ensuring that the Corps meets regularly, recruits new members, and conducts community response exercises coordinated with the Department.

Assists the Emergency Response Planner/Coordinator with coordination, integration, and implementation of all assigned response plans and procedures from various jurisdictions, governmental entities, private industries, utility companies, etc.

Assists with development of operational drills and/or exercise scenarios designed to train, test, and evaluate medical surge capacity, emergency response concepts, and standard operating guidelines; adjusts plans, procedures and protocols to improve efficiency and applicability.

Responds to public health emergencies as required by the department or division administration; carries cellular phone or other emergency communication device during all work hours and at all other times when unavailable by a home phone.

EVALUATION AND SELECTION FACTORS INCLUDE:

Considerable knowledge of: principles, practices and techniques involved in emergency management and issues specific to new and emerging diseases, medical surge capacity; principles and practices of governmental, public health agencies, and private health care structures and resources.

Basic Knowledge of: budget development and fiscal management.

Skills in: utilizing organization and planning techniques; public relations and public speaking; operating a computer and utilizing general software applications; operating communication equipment such as 800 Megahertz radios, short distance walkie/talkie type radios, satellite cellular devices, etc.

Ability to: establish and maintain effective working relationships with other government and public health officials, private healthcare organizations, emergency response agencies, coworkers, volunteers, and the general public; communicate effectively verbally and in writing.

REQUIREMENTS FOR EMPLOYMENT:

Master degree in public health, public administration or a related field OR a bachelor degree in a field related to public health such as public health, nursing, biological sciences, community health, health education, emergency management planning, hazard assessment, public administration, or environmental science and two years of work experience related to emergency management or public health. **Applicants receiving a conditional offer of employment will be required to submit to a pre-employment drug screen and additional background checks as required.**

LICENSURE/CERTIFICATIONS:

Applicants must possess a current valid driver’s license and obtain a valid State of Utah driver’s license within 60 days of employment. Incumbent will be required to successfully complete training courses as recommended and made available through the Utah Comprehensive Emergency Management (CEM) Division and the Federal Emergency Management Agency (FEMA).

EXAMINATION/SELECTION PROCESS: Individuals interested in the position must submit an official Utah County Government application and required attachments to the Utah County Office of Personnel Management, 100 East Center, Suite 3800, Provo, UT 84606, by 5:00 PM on the closing date. **NO POSTMARKS OR RESUMES.** Additional information will not be accepted after the closing date. The Personnel Department will screen the applications for minimum qualifications. The selection process will consist of a hiring interview, and may include any one, or a combination, of the following examinations: application and/or supplemental review/rating, written examination, performance test and/or oral examination. The Personnel Department reserves the right to call only the most qualified applicants to any of the examinations.

UTAH COUNTY IS AN EQUAL OPPORTUNITY EMPLOYER

