

# UTAH COUNTY JOB DESCRIPTION

CLASS TITLE: MEDICAL SURGE CAPACITY COORDINATOR  
CLASS CODE: 2640  
FLSA STATUS: EXEMPT  
SUPERVISORY STATUS: NONE  
EFFECTIVE DATE: 9/14/2016 (REPLACES 4/13/2009 VERSION)  
DEPARTMENT: HEALTH – ENVIRONMENTAL HEALTH

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## **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.

## **ESSENTIAL FUNCTIONS**

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.

Performs administrative, technical, and planning duties in integrating community medical surge capacity plans with new and reemerging diseases, bioterrorism and emergency response plans, and activities for other emergency management programs.

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.

Employs standard emergency management concepts and strategic methodologies when conducting regular review of local, state, federal, and private industry community medical surge capacity response plans and medical response plans for new and reemerging diseases.

Works in conjunction with the Public Information Officer and department administrators to promote awareness of medical surge capacity response plans and procedures as well as new and reemerging diseases.

Provides requisite planning activity reports, budget submissions, and/or other required documentation for federal and state medical surge capacity response funding sources and response activities.

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.

Participates in related training such as completing courses, workshops, seminars, and other training to remain current with regard to emergency planning issues and concepts.

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.

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**KNOWLEDGE, SKILLS, AND ABILITIES**

**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.

**PHYSICAL DEMANDS**

**Frequently:** Sits at a desk or table; walks, stands, or stoops; works for sustained periods of time maintaining concentrated attention to detail.

**Regularly:** Lifts or otherwise moves objects weighing up to 30 pounds; uses arms to reach out or above head; drives a motor vehicle with a trailer.

**Occasionally:** Conducts training and emergency response activities in a full-body protective suit with appropriate respirators.

Accommodations may be made for some of these physical demands for otherwise qualified individuals who require and request such accommodation.

**WORKING CONDITIONS**

Work is generally performed in an environmentally controlled office setting. Occasional emergency response activities and exercises require working outdoors under extreme environmental conditions as well as working in a full-body protective suit with respirator protection from potential biological, chemical or nuclear material hazards.

**EDUCATION AND EXPERIENCE**

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.

Selected applicants may be subject to a background check.

**LICENSING AND CERTIFICATION**

Applicants must possess a valid current 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).

This description lists the major duties and requirements of the job and is not all-inclusive. Incumbent(s) may be expected to perform job-related duties other than those contained in this document and may be required to have specific job-related knowledge and skills.