

HEALTH EMERGENCY PLANNER/EDUCATOR

DISTINGUISHING FEATURES OF THE CLASS: This position involves responsibility for the coordination and implementation of a health emergency plan for health emergency preparedness and community response for residents of Sullivan County. The incumbent will assist with the formulation of the Municipal Public Health Services Plan which includes a component for health emergency preparedness and community response and may be required to be available for on-call duty for response to community health threats/emergencies. Work is performed under general supervision of the Public Health Director.

TYPICAL WORK ACTIVITIES:

Provides assessment of the Sullivan County community by conducting research, surveys, outreach, data collection, and maintenance of the community resource inventory;

Prepares County plans such as the Bio-terrorism Preparedness Plan using information identified in the community health assessment;

Conducts in-service training for community outreach personnel for the purpose of elimination of risk factors associated with illness and deaths;

Serves as a liaison between the Sullivan County Department of Public Health and other community agencies, facilities and groups;

Plans and executes emerging health campaign including media presentations, public presentations, workshops, preparation and distribution of materials;

Attends training, in-service, and informational sessions as required;

Collects and tracks statistics and prepares reports as required;

Performs a variety of related activities as required;

Represents the department at meetings and seminars as required.

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Prepares grants, work plans and associated budgets;

Responsible for receipt and safe secure storage of small pox vaccine or other biologicals as needed;

Responsible for coordination, receipt and distribution of Strategic National Stockpile in the event of
a health threat when determined to be required;

Creates, organizes, conducts and evaluates table top exercises and drills for County wide response to
bio-terrorism and other health threats;

Serves as Liaison to State agencies as pertains to bio-terrorism and other health threats.

FULL PERFORMANCE KNOWLEDGES, SKILLS, ABILITIES, AND PERSONAL CHARAC-

TERISTICS: Thorough knowledge of the principles, practices and issues relating to health emergency planning; thorough knowledge of community organization work; thorough knowledge of techniques used to gather data for statistical analysis and reports; thorough knowledge of the sociological, environmental, design and research factors in problems involved in community planning; good knowledge of basic research methods and techniques; ability to prepare complex written reports; ability to express oneself clearly and concisely, both orally and in writing; ability to understand complex oral and written directions; ability to analyze factual data and prepare graphs, diagrams, and reports using a personal computer; ability to prepare health education materials, including curricula, pamphlets, exhibits, and audiovisual presentations; and ability to exercise personal discretion and sound judgment especially when dealing with the public.

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MINIMUM QUALIFICATIONS: Either

- (A) Possession of a Master's degree from a regionally accredited college or university or one accredited by New York State Board of Regents to grant degrees in Environmental Studies, Environmental Education, Public Health, Education or Nursing or a related field and one (1) year experience in field of study; or
- (B) Possession of a Bachelor's degree from a regionally accredited college or university or one accredited by New York State Board of Regents to grant degrees in Environmental Studies, Environmental Education, Public Health, Education or Nursing or a related field and three (3) years experience in field of study; or
- (C) An equivalent combination of training and experience as described by the limits of (A) and (B) above.

NOTE: Your degree or credits must have been awarded by a college or university accredited by a regional, national, or specialized agency recognized as an accrediting agency by the U.S. Department of Education/U.S. Secretary of Education. If your degree or credits were awarded by an educational institution outside of the United States and its territories, you must provide independent verification of equivalency. A list of acceptable companies who provide this service can be found on the Internet at: <https://www.cs.ny.gov/jobseeker/degrees.cfm>. You must pay the required evaluation fee.

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Last Reviewed:07/19/02

Jurisdictional Class: competitive

Public Hearing: N/A

NYS Civil Service Commission Approval: N/A

Revised and placed in classplan book on 7/9/03

Revised and placed back in draft on 7/14/03

Reviewed, revised and placed in classplan book on 5/18/04

Revised and Replaced in Classplan: 2/9/2023

Revised and Replaced in Classplan: 4/8/2025 (Edu)