

GRADE: 13
DIVISION: PREVENTION, PREPAREDNESS AND RESPONSE – Emergency Preparedness & Response

POSITION SUMMARY:

Under the general direction of the Manager of Emergency Preparedness and Response Program (EPRP), the Community Outreach Coordinator is primarily responsible for the Push Partner Program and oversight of the EPRP implementation of the Public Health Preparedness Capabilities Fatality Management, Mass Care, Medical Surge, and Medical Countermeasure Dispensing. Further, the Outreach Coordinator is expected to contribute to the remaining capabilities in order to support and sustain an EPRP response to an event or incident.

PRINCIPAL DUTIES/RESPONSIBILITIES:

The following functions represent the majority of the duties performed by the position but is not meant to be all-inclusive or prevent other duties from being assigned when necessary.

ESSENTIAL JOB FUNCTIONS:

1. Serve as community liaison between THD and partnering agencies.
2. Maintain and update response plans relative to the assigned Preparedness Capabilities.
3. Collaborate with private, medical and mental health facilities, and participate in the annual stakeholders meeting.
4. Disseminate information between partnering agencies throughout the contract year.
5. Provide support to the Oklahoma Medical Reserve Corps (OKMRC) to assist with volunteer recruitment, training, and engagement.
6. Coordinate with other organizations (medical examiner, emergency management, healthcare) to prepare for mass fatality events.
7. Coordinate with partner agencies to address public health, medical and mental/behavioral health needs of Tulsa County following a disaster.
8. Collaborate with surveillance to ensure that health needs continue to be met during an incident, including those housed in sheltering operations.
9. Provide support to the Regional Medical Response System in an event of Medical Surge.
10. Provide support services throughout THD as needed.
11. Complete required training in support of duties and responsibilities of this position.
12. Responsible for annual updates to the Tulsa County Jurisdictional Risk Assessment (JRA) and works collaboratively with EPRP and community partners during the updating process.
13. Serve as a member of the Command and General staff during real-world public health emergencies.
14. Other duties as assigned, including those required to fulfill activities in support of public health emergency operations.

QUALIFICATIONS/SPECIFICATIONS:

Education:

- Baccalaureate degree in public health, health promotion and outreach, emergency preparedness, medical/public administration or related field required.

Experience:

- Three years of experience in medical administration, public health administration or emergency preparedness preferred.

Knowledge and Skills:

- Good written and verbal communication and interpersonal skills required.
- Good organizational and analytical skills required.
- Skilled in the use of a personal computer with accurate documentation.
- Proficiency in Microsoft Office (Word, Excel, Access, PowerPoint and Outlook).
- Ability to learn and be proficient in new software and technology.
- Ability and willingness to follow safe working practices and follow established policies, procedures, and guidelines.
- Ability to prioritize and manage the position requirements independently with minimal guidance.
- Incident Command System (ICS) classes including, but not limited to: ICS 100, 200, 700, and 800.

Licenses:

- Possession of a valid Oklahoma Driver's License required.

INTERNAL AND EXTERNAL WORKING RELATIONSHIPS:

- Internal contact with all programs/divisions to provide and/or gather information and data related to mass immunization activities.
- Frequent external contact with private entities and other governmental agencies.

PHYSICAL EFFORT:

- Occasional physical effort required in lifting boxes of supplies weighing up to approximately 25 pounds; and stooping, bending and reaching.
- Ability to wear a N95/N100 half face respirator, as required.
- Occasional physical effort is required to assist ambulatory patients.

SUPERVISORY RESPONSIBILITY/ACCOUNTABILITY:

Direct Supervision – None.

Indirect Supervision – None.

Budget/Money/Material – Responsible for assigned computer hardware and software.

Reports to – Manager, Emergency Preparedness & Response.

WORKING CONDITIONS:

- Primarily indoors, but occasional outdoor work in varying conditions when participating in field exercises, training events, or actual emergency response activities.
- Subject to exposure to infectious diseases.
- Subject to prolonged periods of standing or walking.
- May be required to wear a N95 or greater mask or respirator, in which case limited facial hair is allowed.
- Work in and record in an area of moderately high noise level, visual distraction and little privacy.
- Perform tasks that involve exposure to blood, body fluids or tissues.

- Frequent inner-county travel required. Out-of-county travel required as needed.

SPECIAL REQUIREMENTS:

- Must maintain THD record confidentiality unless officially authorized to release records.
- Internal HIPAA certification required.
- Must possess ability and willingness to perform job-related travel.
- Flexibility to work extended daytime and evening hours as necessary.
- Extensive training requirements to fulfill position.

FLSA Status: Exempt