



LEXINGTON-FAYETTE COUNTY HEALTH DEPARTMENT • HELPING LEXINGTON BE WELL • THIS IS PUBLIC HEALTH

Job Opportunities 3-10-2020

LFCHD offers excellent competitive benefits package, good work-life balance due to rare evenings/weekend or on-call requirements, tuition reimbursement program, and referral bonus award.

CLICK HERE for Mission, Vision, and Values: www.lexingtonhealthdepartment.org/about-us/

CLICK HERE for Benefits: <http://lexingtonhealthdepartment.org/wp-content/uploads/2018/01/Employee-Benefits-Summary-2018.pdf>

SCROLL DOWN FOR INDIVIDUAL JOB DETAILS AND VISIT THE LFCHD WEBSITE

Job Title/Job #:	Public Health Preparedness Planner <i>External applications accepted thru March 16, 2020.</i> Full time, 40.0 hours per week (Job 2872) <ul style="list-style-type: none"> The incumbent serves as an agency representative for planning, training, exercising, evaluating, and responding to all-hazards events that are public health emergencies. Serves as Health Department representative and liaison on emergency response committees, projects and operational task forces. Establishes an integrated process for setting goals and objectives, implementing work plans with timeliness, and monitoring progress.
Department:	Environmental Health and Protection Services
Status/Pay:	Salary Grade 6, \$20.00 per hour
Reports To:	Team Leader Environmental Health
Summary Description:	<p>Planning:</p> <ul style="list-style-type: none"> Assists with the development of plans for LFCHD and community to respond effectively to a public health emergency. This includes developing, reviewing, maintaining, revising, and assisting in the execution the emergency response plans. Assists in assuring that KY Department for Public Health assigned Public Health Emergency Preparedness deliverable tasks are completed and submitted as per established deadlines. Attends all applicable local, regional, and state emergency preparedness related meetings as assigned. <p>Training and Exercise:</p> <ul style="list-style-type: none"> Assists in conducting local, regional, and state emergency preparedness training and exercises on emergency response plans. Helps to organize emergency preparedness training opportunities for LFCHD leadership and operational staff. Assists with the development and presentation of trainings on emergency response plans and tracks completion for all staff. Helps in planning for the annual LFCHD Free Flu Shot Clinic and other mass dispensation and/or vaccination clinics. Assists in maintaining LFCHD compliance with applicable Emergency Response laws, regulations and directives.

Continuity of Operations (COOP):

- Assists with Continuity of Operations (COOP) activation for LFCHD and works with all departments to update COOP plan annually.

Response:

- Serves as the LFCHD liaison to the Emergency Operation Center (EOC) for responses to valid or perceived public health threats in Lexington.
- Assists with execution of response for all public health emergency response plans including:
 - Standing up the LFCHD Department Operation Center (DOC)
 - Leading planning section meetings and Incident Commander (IC) meetings upon request
 - Development of Incident command structure (ICS) and applicable documents to officially record preparedness activities
 - LFCHD DOC role assignments and staff readiness to perform in DOC
 - LFCHD staffing for response events
 - Establishment of response objectives
 - Completion of applicable reporting documentation
 - Collaboration with outside local and/or State agencies

Provides asset management for LFCHD emergency response equipment:

- Assures that equipment is functioning properly.
- Works with facilities to test and deploy assets.
- Conducts inventory management as required.

Serves as subject matter expert for matters relating to Public Health Preparedness:

- Collaborates with local, state, and regional emergency preparedness partners to ensure integration of response strategies, effective coordination with state and federal agencies, cooperation with hospitals and the medical community, and development of strategies for management of mass casualties and mass shelter or treatment facilities.
- Attends regional Healthcare Coalition Emergency Planning Committee (HCEPC) meetings and participates regional Hospital Preparedness Program. Participates in additional meetings and subcommittees as required.
- Represents LFCHD in participation on LFUCG Emergency Operations Center (EOC) and State Health Operations Center (SHOC).
- Assists in the coordination of health and medical response planning for LFCHD and community partners as applicable. .

Summary Requirements:

Bachelor’s Degree in public health, community planning, or related field and one (1) year of experience or Associate’s Degree in related field with three (3) years of experience or HS/GED in related field with six (6) years of experience. Acceptable related experience in emergency management services to include planning/coordination of response activity and community/agency collaboration.

Homeland Security Exercise & Evaluation Program (HSEEP) Course Completion with FEMA ICS Course prerequisites of IS-00100, 120, 130, 200, 230, 235, 700, 775, and 800; IS 300 and 400 required for LFCHD DOC participation in the ICS designated Planning function, completed within one year of appointment.

Background check.

LFCHD is an Equal Opportunity Employer. We offer a competitive benefits package to full-time and part-time employees that includes medical, dental, life, disability, tuition reimbursement, paid vacation, paid sick, 11 paid holidays per year, participation in Kentucky Retirement Systems pension plan and Deferred Compensation plans (401K/457/IRA).

To apply for open positions, please visit our website and select *Job Search*. Website link: www.lfchd.org. Applications are accepted for 30 days unless otherwise noted.

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