



Job Code: 7871

Grade: 22

HCWR: N

Job Title

Program Coordinator, Training and Exercise

Department

Public Health Emergency Preparedness and Response Unit

This position is exempt from Career Service under the CCH Personnel Rules.

Job Summary

The Program Coordinator, Training and Exercise is a professional employee responsible for assisting with the development of agency, county, and community preparedness plans and policies. This employee will develop, implement, and evaluate community partnerships to support the public health response system and will coordinate and lead, as appropriate, activities to respond to public health threats and emergencies. Additionally, the Program Coordinator, Training and Exercise will provide leadership and project management for major preparedness initiatives supported by the agency and/or its partners.

Typical Duties

- Conducts strategic planning processes to assess infrastructure gaps related to training and exercise for major public health response issues.
- Facilitates training and exercise initiatives to address infrastructure gaps and to assure the readiness of suburban Cook County personnel who may be mobilized for public health response.
- Leads all training and exercise-specific Federal and / or State grant-required activities, including assessment and update of the agency's Multi-Year Training and Exercise Plan on an ongoing basis (using the Comprehensive Emergency Management Program as the maintenance tool).
- Facilitates the implementation of the agency's Multi-Year Training and Exercise Plan in accordance with Homeland Security Exercise and Evaluation Program guidelines.
- Tracks employee preparedness training compliance and maintains the agency's preparedness training database.
- Assists community preparedness partners with preparedness training and exercise activities, which may include the provision of technical support, i.e. planning, organizing, and facilitation.
- Assists with the development, maintenance, and implementation of agency, county, and community-driven public health emergency response plans and policies and sustainable action plans, including those specific to training and exercise.
- Develops evaluation and performance management plans for strategic plans, prepares progress reports as required, and evaluates preparedness capabilities on an ongoing basis.
- Assists with preparation for Federal and/or State assessments/visits applicable to the agency's jurisdiction.
- Represents the agency on public health preparedness planning matters by serving on committees and/or taskforces and addresses both public and professional groups in matters of preparedness, both as needed.



Typical Duties

- Promotes communication and cooperation with suburban elected officials, municipal health administrators, regional representatives, community organizations and others.
- Performs other duties as assigned.

Minimum Qualifications

- Bachelor's Degree from an accredited college or university
- Three (3) years of experience in public health, environmental health, emergency medical services planning or infectious disease control
- Two (2) years of experience conducting/facilitating trainings and preparedness exercises
- Completion of the National Incident Management Systems (NIMS) courses to include IS 100, 200, 700, and 800 certifications within six months, and ICS 300 and 400 certifications within a year of employment
- Completion of the Homeland Security Exercise and Evaluation Program trainings within a year of employment
- Position requires travel for which the employee must possess a valid driver's license and insured vehicle or otherwise provide an acceptable and reliable means of transportation
- Must be available for "on-call" duty, as required
- Writing exercise will be administered at the time of interview

Preferred Qualifications

- Master's degree from an accredited college or university
- Two (2) years of experience in emergency planning, emergency response or emergency management
- Experience plan writing or policy writing

Knowledge, Skills, Abilities and Other Characteristics

- Demonstrated competency with planning for and execution/implementation of training and exercise activities
- Outstanding partnership development and planning skills, including strategic planning and community-based development theory and methods
- Strong skills and working knowledge with preparedness theory, planning, and principles of training and exercise
- Demonstrated competency to initiate, plan, implement, and evaluate programs with attention to detail
- Superior coordination, facilitation, organizational, and communication (both written and verbal) skills
- Ability to construct written documents in a clear, concise manner
- Ability to consistently exercise discretion and excellent judgment
- Ability to contingency plan, and ability to assure achievement of objectives
- Ability to interact with professional staff, as well as community representatives, the general public and the media



Physical and Environmental Demands

This position is functioning within a healthcare environment. The incumbent is responsible for adherence to all hospital and department specific safety requirements. This includes but is not limited to the following policies and procedures: complying with Personal Protective Equipment requirements, hand washing and sanitizing practices, complying with department specific engineering and work practice controls and any other work area safety precautions as specified by hospital wide policy and departmental procedures.

The above statements are intended to describe the general nature and level of work being performed by people assigned to this classification. They are not intended to be construed as an exhaustive list of all responsibilities, duties and skills required of the personnel so classified.

For purposes of the American with Disabilities Act, “Typical Duties” are essential job functions.