

SARPY / CASS

Health Department

Position Title:	Program Specialist				
Agency Unit:	Health Protection				
Reports to:	Assistant Health Director		Supervises:	None	
Employment Status:	Full-time Temporary 40 hours/week Grant-funded	Pay Grade:	\$17.53 - \$23.72	FLSA Status:	Non-Exempt

Position Summary: The Program Specialist (PS) is responsible for providing support to multiple projects and programs with the Department as necessary, with focus primarily on the Emergency Preparedness and Environmental Health programs. This position will collaborate with the Emergency Preparedness Coordinator to promote community resilience through cross-jurisdictional planning and coordination to mitigate, prepare for, respond to and recover from bioterrorism, outbreaks of infectious diseases and other public health threats and emergencies. Additionally, this position will collaborate with the Environment Health Specialist to plan and conduct inspections of regulated establishments, investigate complaints, and enforce city, county, and state ordinances and laws dealing with environmental health and safety.

Essential Duties: Under general supervision, the PS performs the following essential duties within the framework of the Department’s provision of the core functions and essential services of public health:

- Assist with all activities as outlined in the PHEP, CRI and other emergency preparedness and response-related contracts, ensuring the Public Health Preparedness Capabilities, Healthcare Preparedness Capabilities and Point of Dispensing (POD) Standards are addressed.
- Review and recommend updates to the Department’s emergency response plan and medical countermeasure plan, ensuring coordination and integration with other local, regional, and state response plans.
- Evaluate outcomes, effectiveness of plans, and recommend changes as necessary.
- Maintain relationships with medical, public health and emergency response partners within Sarpy and Cass Counties, adjoining jurisdictions and the State of Nebraska.
- Assist in the annual update of both the Sarpy and Cass County Local Emergency Operations Plan.
- Assist with recruitment and training of volunteers to assist in the Department’s response to public health emergencies.
- Participate in emergency response planning, training, and exercises with local, regional and state response partners.
- Participate in Nebraska’s Regional CRI and Health Care Coalition planning and coordination meetings.
- Gather, organize, interpret and maintain data for program monitoring, reporting, evaluation, and improvement.
- Assist with the planning and implementation of public health emergency-response related workshops, presentations, and training programs for community partners.

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- Maintain availability for on-call status 24/7 to activate the Department's emergency response plan.
- Prepare and disseminate emergency preparedness education materials and information that are accurate and culturally appropriate, including, but not limited to brochures, press releases, and postings on social media.
- Investigate complaints from the public on environmental health and safety hazards.
- Provide recommendations, corrective actions and/or control measures to owner/operator found to be in violation of an environmental health law or regulation.
- Conduct follow-up investigations to ensure that corrective actions have been taken.
- Perform routine inspections of properties and establishments regulated by city, county, or state statutes and regulation for compliance with environmental health laws and regulations.
- Conduct environmental assessments to identify public health concerns as requested.
- Submit test results to proper authorities and provide follow-up with appropriate agencies.
- Jointly investigate suspected violations of ordinances/laws with Fire Department, State Health Department, Permits and Inspections, Humane Society, and other agencies as requested.
- Complete thorough documentation reports of incidents requiring investigation and enforcement and submit to Health Director.
- Gather, organize, interpret and maintain data for program monitoring, reporting, evaluation, and improvement.
- Write and submit reports in an accurate and timely manner.
- Coordinate and collaborate with other community agencies engaged in environmental health and safety education and promotion activities.

Additional Duties:

- Promote and facilitate the incorporation of Departmental core values, vision, mission, and strategic initiatives into daily service delivery.
- Develop a working knowledge of other Department services and programs and provide information to the public as appropriate.
- Assume responsibility for own professional growth and development by pursuing education, participating in professional committees/work groups, and contribute to a work environment where continual improvements in service and professional practice are pursued.
- Search for funding opportunities and assist in the development of grant proposals, work plans, goals and objectives related to existing and future programs/projects.
- Adhere to all HIPAA and Department confidentiality and privacy policies and practices.
- Establish and maintain effective working relationships with coworkers, stakeholders, governmental officials, and the general public. Resolve conflict.
- Represent the Department by serving on various committees, coalitions, and community alliances related to emergency preparedness or as assigned by Director or designee.
- Attend trainings, courses, seminars, and conferences, as approved or assigned by Director or designee, to maintain knowledge of current trends and to develop skills necessary to assure duties are performed satisfactorily.
- Participate in needs assessments, strategic planning, accreditation, evaluation, and quality

improvement processes. Employ data-driven decision-making to determine pertinent program priorities, goals, and objectives.

- Perform computer input and retrieval functions utilizing a variety of hardware and software programs.
- Prepare accurately and maintain various records, reports, correspondence, and other Departmental documents including mileage reports and time sheets.
- Present submissions for posting on the Department’s website and other social media platforms.
- Assist in training and orientation of new employees.
- Perform other duties as assigned.

Qualifications:

Education and Experience:

- Bachelor’s degree from an accredited college or university in public health, emergency management, environmental science, biology or social sciences, health sciences, nursing, or related field of studies required.
- Master’s degree in Public Health preferred.
- One year of public health and/or emergency response-related work experience required.
- Registration as an Environmental Health Specialist in the State of Nebraska preferred.
- Exceptional writing and interpersonal communication skills are essential.
- Applicants fluent in both English and Spanish preferred.
- Proficient in Microsoft Office computer applications. Experience/training utilizing database, statistical, and graphics software desired.

General:

- National Incident Management System (NIMS)/Incident Command System (ICS) 100, 200, 700, and 800 certification within six (6) months of employment.
- National Incident Management System (NIMS)/Incident Command System (ICS) 300 and 400 certification, when available.
- Must possess a valid driver’s license at the time of hire, and maintain it throughout the course of employment.
- Must possess own mode of transportation.
- Successful completion of a criminal records check and drug screen test.
- Non-tobacco user.

Knowledge, Skills and Abilities:

- Knowledge of the core functions and essential services of public health.
- Knowledge of program planning, implementation, and evaluation.
- Knowledge of social marketing principles, public information, mass media, and methods of instructions.
- Knowledge of the functions of the Nebraska Public Health Laboratory.
- Knowledge of the geography of Sarpy and Cass counties.
- Demonstrate interpersonal and facilitation skills.
- Ability to work under stressful emergency situations and maintain composure.
- Ability to conform to scheduling demands that may include weekends, holidays, emergency call-ins and varied days, hours, and shifts.

- Ability to reach consensus with a group.
- Ability to organize and facilitate meetings with different agencies and emergency response partners.
- Ability to make professional decisions within the framework of Department policy, and perform all duties with efficiency, thoroughness, accuracy, and attention to detail.
- Ability to assess, organize, and prioritize work assignments and meet deadlines.
- Ability to understand and communicate effectively utilizing the English language both verbally and in writing, including use of proper grammar, vocabulary, spelling, and punctuation.
- Ability to effectively present information, data, and statistics both verbally and in written communications.
- Ability to understand and follow verbal and written instructions.
- Ability to communicate, deal effectively and courteously with individuals of all ages and from a wide range of social and economic backgrounds, including those who may be irate.
- Ability to perform mathematical calculations in the performance of job duties.
- Ability to work independently with a minimum level of supervision after completing training and probationary period.
- Ability to operate a motor vehicle safely and in compliance with traffic laws and regulations, in the performance of job duties.

Work Environment: Work is generally performed indoors in an office setting, but may occasionally be performed outdoors. Work may be fast-paced when dealing with multiple priorities, frequent interruptions, irate or uncooperative individuals, and emergency situations. The incumbent may be exposed to various exposures i.e. dust, hazardous fumes, odors, mists, blood or body fluids, toxic/caustic chemicals, radiation, infectious materials, humidity, inclement weather conditions, and extreme heat or cold environment occasionally.

Work requires physical activity, including extended periods of sitting, standing, walking, kneeling, bending, crouching, reaching, stopping, and climbing. Noise level is typically moderate. An incumbent must have the ability to frequently lift and/or carry equipment, supplies, and other materials weighing up to 10lbs., and to occasionally lift and/or carry equipment, supplies, and other materials up to 25 lbs.

Frequent fine motor movement of fingers, hands, and wrists with gross motor movement of elbows and arms as well as hand-eye coordination and manual dexterity are necessary and required. Required sensory abilities include vision, hearing, and touch. Visual abilities, correctable to normal ranges, include close, distance, and color vision as well as depth perception and the ability to adjust focus. Communication abilities include talking and hearing within normal ranges.

Due to the need for all Department personnel to respond to public health emergencies, all personnel must be fitted and able to wear a NIOSH 95 mask



**Limitations and
Disclaimer:**

The above job description is meant to describe the general nature and level of work being performed; it is not intended to be construed as an exhaustive list of all responsibilities, duties, and skills required for the position.

Employees will be required to follow any other job-related requirements and to perform other job-related duties requested by Sarpy/Cass Health Department in compliance with Federal and State Laws.

Requirements are representative of minimum levels of knowledge, skills and/or abilities. To perform this job successfully, the employee must possess the abilities or aptitudes to perform each duty proficiently. Continued employment remains on an "at-will" basis.

All job descriptions are subject to possible modification to reasonably accommodate individuals with disabilities in compliance with the Americans with Disabilities Act and any other applicable Federal and Nebraska law. Some requirements may exclude individuals who pose a direct threat or significant risk to the health and safety of themselves or other employees.

The Sarpy/Cass Health Department retains the right to modify or change the essential and additional duties of the job at any time.

I have read and understand the duties and responsibilities for which I am responsible. The duties, responsibilities and minimum requirements have been reviewed with me and I have received a copy.

Employee Signature

Date

Health Director's Signature

Date