



GOVERNMENT OF

Monroe County  
I N D I A N A

Home of Indiana University

## NOTICE OF JOB OPENING

<b>Department Name:</b>	Health Department
<b>Position Title:</b>	Public Health Preparedness Coordinator
<b>Position Summary:</b>	<p>The Public Health Coordinator is responsible for coordinating and implementing Public Health Emergency and All-Hazards preparedness programs and plans. They manage grants received by the department relating to public health preparedness and homeland security and ensure that grant deliverables are completed.</p> <p>A typical week may include tasks such as meeting with community partners to review and update plans, arranging Memorandum of Understandings with community partners, arranging staff trainings, preparing reports, planning drills, and working on media messages, and assisting with outbreak responses.</p> <p>The PHPC must be able to work well with community partners and local, state, and federal officials. They must be well organized and understand the National Incident Command System. They must be able to plan and implement large scale event responses, often with little advanced notice.</p>
<b>Qualifications:</b>	Baccalaureate Degree in public health, safety, health administration or related field. Possession of National Incident Management System (NIMS) certification is required. Knowledge of community assets and ability to drive truck with trailer. Experience preferred.
<b>Salary:</b>	Starting annual salary is \$47,302 with benefits; 35 hrs. per week
<b>Deadline for Application:</b>	August 15, 2024, or until filled. This recruitment will remain Open Continuous. The hiring authority reserves the right to make a hiring decision and/or close this recruitment at any time.
<b>Submit Resume and References to:</b>	Monroe County Health Department, via email to: <a href="mailto:lkelly@co.monroe.in.us">lkelly@co.monroe.in.us</a> or mail to: 119 West Seventh Street Bloomington, IN 47404

**Monroe County is an Equal Opportunity Employer**  
**Federal Identification Number – 35-1732462**