

## JOB DESCRIPTION

### DALLAS COUNTY, IOWA

Job Title:	Service Area 1A Grant Coordinator	Effective Date:	1 July 2017
Department:	Public Health	Position Grade:	\$67,000-\$77,000 starting salary
Location:	25747 N Avenue Adel, IA	Reports to:	Service Area 1A Executive Committee
FLSA Status:	TBD by HR	Direct reports:	None
EEO Code:	TBD by HR		

#### Summary:

Responsible for ensuring systems in the 11 county service area can prevent, prepare for, respond to and recover from incidents that affect the health of the population. Responsible for assisting the Service Area 1A Coalition with overseeing and manage its operations, including: coalition meetings and communication; community engagement; strategic plan development, implementation and evaluation, in compliance with state and federal grant requirements.

#### Essential Duties & Responsibilities:

##### 1. Grant Coordination:

- Provides consultation and technical assistance to local service area partners in the development, implementation and quality assurance review of federal and state grant related activities.
- Coordinates service area objectives and activities with local partners to assure Iowa Department of Public Health (IDPH) contractual and Federal grant standards and objectives are met.
- Provides planning assistance to local partners in the preparation and completion of grant work plans.
- Works with state staff to clarify service area work plan responsibilities.
- Provides communication to service area partners regarding work plans and responsibilities.
- Assists with building service area partnerships.
- Assists with identification and tracking of service area resources on EMResource.
- Assists with the service area coordination and logistics of service area exercises and trainings.
- Assures service area partners have access to and respond to tests and alerts sent by the Iowa Health Alert Network.
- Builds a system to share documents, files and folders with service area partners.
- Collects data from service area partners for contractual reports.
- Develops templates for reporting and collection of grant required data.
- Coordinates service area committee meetings, agenda, minutes and logistics
- Meets with state coalition coordinators monthly.
- Provide guidance on budgets, progress reports, use of funds and work plans.
- Assists service area partners in developing future grants or requests for proposals.
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- Researches and assists with service area purchases in coordination with the fiscal agent,

state staff and partners.

- Assists and coordinates completion and submission of the Iowa EMS Systems Standards Self-Assessment.
- Act as a liaison between coalition and its committees/work groups.
- Completes other tasks as requested by the service area steering committee.

## **2. System development coordination/assistance:**

- Establishes self as service area “expert” in understanding and applying the recommendations provided in the reports by the American College of Surgeons (ACS) and National Highway Traffic Safety Administration (NHTSA), as well as the Public Health Emergency Preparedness and Hospital Preparedness Program capabilities, and EMS system standards to advance comprehensive system development in the service area.
- Works with and coordinate service area partners to complete a vulnerability risk assessment to identify gaps in time critical condition services (EMS, trauma, highly infectious disease etc.) to establish work groups or plans to mitigate identified vulnerabilities.
- Works with service area partners to collect diverse data from community health needs assessments and other available data sources to plan for and evaluate community based activities and illness/injury prevention and response programs.
- Leads and coordinates efforts within the service area to bring together disciplines of local public health, EMS, trauma, hospital and emergency management agencies to identify gaps and critical linkages between the systems that improve system development efforts and ultimately lead to improved response capabilities.
- Works with service area partners to establish work plans to demonstrate the promotion, development, enhancement, implementation, or sustainment of identified EMS System Standards where all EMS providers, service programs and other health care professions participate in attaining identifiable, measurable minimum standards that will bring consistency to EMS practice.
- Works with service area partners to expand the trauma system ability and capacity to respond to mass casualty incidents in an all hazards approach.
- Assists in developing strategies to fill planning and response gaps related to special at-risk populations.
- Works with service area partners to establish procedures for EMS and trauma system communications in an all-hazards or major EMS incident that are effectively coordinated with the overall all hazards response plan for the jurisdiction.

## **3. Support Service Area Programs and Services:**

- Completes required forms and reports according to protocols and standards as needed.
- Works with finance staff to answer questions related to revenue and expenses related to the Service Area 1A contract.
- Sustains an effective knowledge base of current State of Iowa preparedness plans, programs, policies and priorities.
- Sustains an effective knowledge base of current local county emergency management, hospital, EMS and public health response partner preparedness plans.
- Acquires a comprehensible understanding of Incident Command System and National Incident Management System intents.
- Identifies and tracks National Incident Management System training needed and completed to meet Service Area 1A requirements.
- Serves as primary liaison to the Service Area 1A steering committee, the Iowa

Department of Public Health and other state and local response partners.

- Attends regularly scheduled regional and state meetings and workshops to remain updated on changing emergency preparedness issues.
- Follows various policies such as completing daily time studies, confidentiality, attending staff meetings, personnel policies etc.
- Cooperates with other health department personnel.

#### Education/Experience:

1. Graduation from an accredited four (4) year college or university with a Bachelor's degree in emergency services, healthcare management, natural sciences or related field and two (2) year's work experience in emergency services;

OR:

2. Graduation from an accredited college or university with an Associate's degree in emergency services, healthcare management, natural sciences or related field and at least four (4) years of work experience in emergency services;

OR:

3. An equivalent combination of education and experience as contained within the parameters of (1) and (2) above.

#### Preparedness Knowledge:

- Knowledge of public health preparedness issues. Knowledge of the Incident Command System and National Incident Management System. Ability to achieve NIMS competency training compliancy.
- Knowledge base of current preparedness programs, policies and priorities among community partners.

#### Training/Education Requirements:

- Homeland Security and Exercise Evaluation Program (HSEEP)
- National Incident Management System Training (NIMS)

#### Licensing/Certification:

ICS Courses?

#### Physical Requirements:

The job will involve frequent activities that include walking, standing and sitting. Employee may frequently be required to lift up to 35 pounds, and occasionally lift or support up to 50 pounds. Employee needs to have corrected vision of 20/40 for driving.

#### Knowledge/Skills/Abilities:

Analytical/Assessment skills, Policy Development/Program Planning Skills, Leadership and Systems Thinking Skills, Financial Planning & Management Skills, Cultural Competency Skills, Community Dimensions of Practice Skills, Communication Skills, Public Health Sciences Skills

- Knowledge of budgeting and financial planning management, ability to assist in the process of developing the service area budget.
- Ability to establish effective working relationships with diverse groups, and interact effectively with co-workers, board members, response partners and other stakeholders.
- Ability to make independent and timely decisions.
- Skilled in preparing plan objectives.

- Skilled in verbal and written communications.
- Follows various policies such as completing daily time studies, confidentiality, personnel policies etc.
- Knowledge of Occupational Safety and Health Administration (OSHA) bloodborne pathogen requirements.
- Ability to obtain automobile insurance if personal vehicle is ever used for county business for which mileage reimbursement would be received.
- Valid Iowa driver's license.

Disclaimer:

*The above statements are intended to describe the general nature and level of work performed by employees within this classification. It is not designed to contain or be interpreted as an exhaustive list of all responsibilities, duties and skills required of employees assigned to this job. The job description does not constitute an employment agreement between the employer and employee and is subject to change by the employer as the needs of the employer and requirements of the job change.*