



# North Central District Health Department

- Enfield—31 North Main Street, Enfield, CT 06082 \* (860) 745-0383 Fax (860) 745-3188
- Vernon—375 Hartford Turnpike, Room 120, Vernon, CT 06066 \* (860) 872-1501 Fax (860) 872 1531
- Windham—Town Hall, 979 Main Street, Willimantic, CT 06226 \* (860) 465-3033 Fax (860) 465-3034
- Stafford—Town Hall, 1 Main Street, Stafford Springs, CT 06076 \* (860) 684-5609 Fax (860) 684-1768

Patrice A. Sulik, MPH, R.S.  
Director of Health

## Job Posting

### Public Health Emergency Preparedness Coordinator

Salary Range: 56,000-70,000-commensurate with experience

#### **Description**

This is a FT position responsible for planning, coordinating and performing public health emergency preparedness activities and response, reporting to the Director of Health.

#### **Responsibilities include:**

- Ongoing public health emergency response plan development.
- Ongoing collaboration and coordination with local and regional partners on planning and response activities, including drills.
- Volunteer recruitment, management and training. Coordination with Medical Reserve Corps in Regions 3 and 4 and CERT Teams in NCDHD Member-Towns.
- Responsible for meeting Preparedness contract deliverables.
- Support the District's vaccination program activities.
- Initiate and maintain mutual aid agreements between towns and agencies that will assure a coordinated and adequate response to public health emergencies.
- Ongoing training for NCDHD staff in Public Health Preparedness principles.

#### **Qualifications:**

- Bachelor's or Master's degree in public health, emergency management or related field plus minimum of two or more years' experience in a local public health agency or comparable setting required.
- Emergency response planning experience is required.
- Must possess valid driver's license.
- Must be able to lift and move equipment needed for a drill, exercise or response (up to 50 pounds).
- Must be available and able to report for duty during inclement weather and in response to emergencies.

#### **Skills:**

- Proficient in MS Office 365
- Excellent verbal, written and group facilitation skills.
- Knowledge of emergency management and Incident Command System preferred.
- Experience with emergency notification systems preferred.

#### **To Apply:**

Email cover letter and resume to [psulik@ncdhd.org](mailto:psulik@ncdhd.org). This position will remain open until filled.

The North Central District Health Department is an Equal Opportunity Employer

Revision 8/12/20

\* SERVING: EAST WINDSOR \* ELLINGTON \* ENFIELD \* STAFFORD \* SUFFIELD \* VERNON \* WINDHAM \* WINDSOR LOCKS