



**JOB POSTING: Public Health Emergency Response Coordinator**

**ROLES AND RESPONSIBILITIES:** The Public Health Emergency Response Coordinator is a grant funded position and is responsible for assuring all deliverables tied to the funding source are completed in a timely manner. The Coordinator will assure that all emergency preparedness plans are completed, kept current, are disseminated, and that staff are appropriately trained with regard to appropriate National Incident Management System capabilities and able to execute the plans in an emergency. The Coordinator reports directly to the Health Commissioner; Prepares and distributes education materials; Ensures that the proper materials and equipment are available for use in emergency response; Gathers expenditure and activity data for on-going report requirements; Demonstrates regular and predictable attendance; Meets all job safety requirements and all applicable OSHA safety standards that pertain to essential functions; Attends meetings, seminars, and conferences, and other job-related training; Responds to public health emergencies (human or natural disasters) or acts of terrorism in accordance with local, state and national response plans using the incident command; Recruits, trains, and coordinates Medical Reserve Corps (MRC) and other emergency volunteers; Performs any and all other related duties as assigned or directed in order to promote, further, and ensure the effective and efficient operation of Auglaize County Health Department.

**EXPERIENCE/EDUCATION REQUIREMENTS:** Completion of a bachelor's degree in a related field, plus previous experience in emergency response procedures and protocols, or an equivalent combination of training, education. Must have a valid State of Ohio driver's license and remain insurable in accordance with the district's insurance

**BENEFITS:** Paid holidays, vacation, public retirement system, health coverage (medical, dental, vision)

**EMPLOYMENT STATUS:** Full Time (40 hours per week)

**PAY RANGE:** Starting rate \$21.00 per hour, negotiable based on experience.

**CLOSING DATE:** Until position is filled

Qualified applicants should submit cover letter and resume by email or mail to:

Health Commissioner  
Auglaize County Health Department  
813 Defiance Street  
Wapakoneta, OH 45895  
[ofisher@auglaizehealth.org](mailto:ofisher@auglaizehealth.org)  
P: (419) 738 3410

Additional Information: Applicants will be selected for interviews based on qualifications and the quality of resumes and cover letters. Successful applicants must complete a criminal background check and driving record check.