



**August 4, 2022**

**Public Health Emergency Preparedness Planner:**

The Holmes County General Health District is actively seeking a qualified candidate for the full-time position of Public Health Emergency Preparedness (PHEP) Planner. Under the general supervision of the Deputy Health Commissioner, the PHEP Planner will develop emergency plans and conduct emergency exercises as required by the PHEP grant. This position will work closely with local, regional, and state partners for the planning, investigation, and response to public health epidemics, terrorism threats, and other natural and manmade disasters. Additionally, this position may be asked to perform public information officer (PIO) duties during a public health emergency, and assist in coordination of the Medical Reserve Corps.

**Essential Duties May Include:**

1. Works with the Deputy Health Commissioner to ensure PHEP grant deliverables are completed and submitted on time.
2. May assist the Deputy Health Commissioner in preparing grant applications and reports.
3. Works with local partners and agencies to create, review, and revise the HCGHD's emergency plans; ensures that staff are aware of and have access to the plans.
4. Ensures the regular training and exercise of emergency plans and procedures.
5. Writes and distributes press releases; develops posts for social media and monitors activity; prepares promotional materials.
6. Attends local, regional, and state planning meetings, trainings, drills, and exercises.
7. Assist with MRC volunteer management and coordination.
8. May assist with contact tracing for communicable disease outbreaks.
9. Demonstrates regular and predictable attendance.
10. Meets all job safety requirements and all applicable OSHA safety standards that pertain to essential functions.

**Qualified candidates must possess:**

Must have a bachelor's degree in health education, emergency services, public health, or a related field. Knowledge of ICS/NIMS. Experience in plan writing, data analysis, and public information preferred. Grant management and volunteer management experience is a plus.

**Benefits:**

The HCGHD offers a family friendly, flexible work environment. Employees are awarded 12 paid holidays as well as vacation time, personal time, and sick time. Additionally, we offer health insurance, dental insurance, vision insurance, life insurance, tuition reimbursement, and an employee assistance program.

The HCGHD is an equal opportunity employer and provider of services.

*Position is open until filled.*

Email or Send Resume to:  
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