



# CASCADE COUNTY

## Job Vacancy Announcement

Submit all application materials to:  
Cascade County Human Resources Department  
325 2<sup>nd</sup> Ave N #108  
Great Falls, MT 59401

Applications available at the Cascade County Human Resources Dept., [www.cascadecountymt.gov](http://www.cascadecountymt.gov) or Job Service.

Position: **Preparedness and Community Planner**  
Schedule: **Full-time with Benefits**  
Department: **City-County Health Department**

Salary: **\$20.73 - \$24.14 per hour DOE**  
Closing Date: **Open Until Filled**

### *Education/Experience/Training:*

- Associate Degree in Health Science, Public Administration, Communication, Public Safety.
- **Or** Two (2) years of relevant experience in Community Health, Public Health, Emergency Response or Recovery or related field.

### *Certifications:*

- Valid driver's license issued by the State of Montana.

### *Computer:*

- Intermediate to advanced software knowledge in Excel, Access, Word, Outlook and the ability to learn and adequately operate CCHD software applications.

### **JOB SUMMARY**

The Preparedness and Community Planner for the City-County Health Department (CCHD) is responsible for support, development and implementation of Agency Plans and processes including: Public Health Emergency Preparedness and Response, Information and Communication, Safety and Training, Performance Management/Quality Improvement, Public Health Accreditation, Community Health Needs and Improvement. This position includes a diverse set of responsibilities and may include performing other related duties as required or assigned.

### **ESSENTIAL JOB DUTIES AND RESPONSIBILITIES**

Support, develop and implement various agency plans and processes, develop, test, review, revise and distribute applicable documentation, coordinate plans, operating procedures and cooperative protocols with local, regional, state and federal agencies, conduct and attend internal, community planning and educational meetings and function as a contributing member of applicable teams, plan and orchestrate trainings, exercises, drills and events, write after action reports summarizing a strengths and areas for improvement and assist with the development of Corrective Action Plans to implement after action report findings; develop, deliver, make available and track applicable and required training and technical assistance to Department and other County agencies' staff, local and regional partners, community leaders, task forces and volunteers, work with other applicable staff to recruit, schedule, train, credential and supervise volunteers during exercises and actual events, perform general administrative tasks to assist, oversee and administer applicable program's budgets, prepare appropriate progress reports, grant applications and assists in grant management and compliance activities, develop, disseminate and track public information and education materials in coordination with the communications and Community Planner and Health Officer, develop, maintain and execute risk communication activities including updating and testing internal and external agency communications lists and functions, support Public Health Nurses in communicable disease surveillance and contact tracking efforts, support Community Health Assessment and Improvement activities including meeting with community partners, gathering and assessing data and supporting program implementation, assist in Public Health Accreditation efforts including gathering supporting documentation and ensuring program work meets required measures, establish an on-going relationship with local medical providers to include, but not limited to, doctors, nurses, pharmacists, laboratory personnel and hospital, school, County government and daycare staff to surveil, collect and document communicable disease activity, acquire and maintain current knowledge and competency in public health emergency response activities and public health services, organize the department's safety program, including safety committee, safety policy review and training, execute special projects and special topic research as needed.

**Knowledge and understanding of:** Teaching and learning principles, Public Health principles and practices, applicable public health laws, prevention and control of communicable diseases, federal, state and local emergency response agencies and protocols, program planning, development and implementation, communication principles, practices and techniques, HIPAA laws rules and regulations, CCHD and County procedures and functions, safety rules, procedures and practices, NIMS (National Incident Management System) principles and concepts, Public Health Accreditation Board (PHAB) Domains, Standards and Measures, development of Community Health Needs Assessments, implementation of Community Health Improvement

Plans, Public Information Strategies and Principles, Crisis and Emergency Risk Communication, Performance Management and Quality Improvement Process.

**Skills in:** Strong critical thinking and problem solving, Microsoft Office Software, Word, Excel, Outlook, PowerPoint, Publisher, Internet and other computer applications related to departmental functions and activities, interpersonal communication and customer service.

**Ability to:** Teach and demonstrate established procedures, develop community partnerships and coalitions, make independent decisions, proficiently operate a computer, use and understand database, spreadsheet and word processing applications to accurately complete assigned duties, manage multiple tasks and priorities with frequent interruptions, be organized, yet flexible utilizing time wisely by setting priorities for different activities to ensure all deadlines are met, promote and follow all County policies and procedures, employ and enforce safety practices and procedures, conduct research, collect and analyze data and prepare written and oral reports, communicate professionally and effectively with others verbally and in writing, maintain strict confidentiality in all aspects of the position, read and comprehend materials and follow verbal and written instructions, pay attention to detail and accuracy, observe established lines of authority, interact with the public and employees in a professional, respectful and courteous manner, practice good public relations and display sound judgment and decision-making skills within established policies and procedures in stressful situations, be self-motivated and work independently or as a team member, observe work hours and demonstrate punctuality, ability to work during crisis situations, observe established lines of authority, perform other duties as required or assigned.

The successful applicant shall serve a 6-month probationary period and will have a criminal background check conducted. The results thereof may disqualify the applicant from consideration for employment with the County.

**Notice to Applicants:** Applicants who are claiming Veteran's or Handicap Preference must provide DD-214 Discharge Document (Part 4) or DPHHS Handicap Certification and Employment Preference Form with their application for employment so Cascade County may apply the preference during the selection process.

Cascade County makes reasonable accommodations for any known disability that may interfere with the applicant's ability to compete in the recruitment and selection process or an employee's ability to perform the essential duties of the job. For Cascade County to consider such arrangements, the applicants must make known any needed accommodations.

**CASCADE COUNTY IS AN EQUAL OPPORTUNITY EMPLOYER**