

**HAMILTON COUNTY PERSONNEL/CIVIL SERVICE
ANNOUNCES AN IMMEDIATE OPENING FOR:**

PUBLIC HEALTH and EMERGENCY PREPAREDNESS COORDINATOR

Hamilton County Public Health is now accepting applications for a Public Health and Emergency Preparedness (PHEP) Coordinator for the office located in Indian Lake, NY. Salary range is \$23.350/hr. – \$30.316/hr., based on experience. This is a full-time position with an excellent benefits package.

The PHEP coordinator will work closely with public health staff to provide clinical support during WIC and immunization clinics. The PHEP coordinator will complete general office duties and assist in development of the Community Health Assessment and Community Health Improvement Plan. The PHEP coordinator will be responsible for performing specialized clerical work with technical responsibilities in the classification and maintenance of medical files and public health programs, including the compilation of statistical reports. The PHEP Coordinator is responsible for the development and maintenance of the Public Health Emergency Preparedness Plan, and ensures timely and accurate submission of the New York State Department of Health Deliverables for fulfillment of the Emergency Preparedness Grant Program. The PHEP Coordinator will coordinate vaccination clinics and follow-up on investigations regarding communicable and infectious disease. Work is performed under the general supervision of the Public Health Director. The PHEP Coordinator has frequent interaction with Emergency Management Services Personnel, the hospitals, medical providers, law enforcement, fire personnel, pharmacists, veterinarians, coroners, schools and community-based organizations.

Candidate chosen for the position will be given a provisional appointment, must take a civil service examination, and be in the top three scores to retain position.

Minimum Qualifications: (Either)

- A)** Graduation from a regionally accredited or New York State registered college or university with a Bachelor's degree or greater; **OR**
- B)** Graduation from a regionally accredited or New York State registered college or university with an Associate's degree and two (2) years of work experience in emergency services or health care; **OR**
- C)** An equivalent combination of education and experience as contained within the parameters of A) or B) above.

Special Requirement:

Possession of a valid New York State driver's license required at time of appointment.

Proof of minimum qualifications are required at time of application.

For more information, please contact:
Hamilton County Personnel
PO Box 174, Court House
Lake Pleasant, NY 12108
(518) 548-6375

APPLICATIONS ACCEPTED UNTIL POSITION FILLED