

**POSITION DESCRIPTION
COUNTY OF PERRY, INDIANA**

POSITION: Emergency Preparedness Coordinator (PHEP)
DEPARTMENT: Health
WORK SCHEDULE: Contract
JOB CATEGORY: COMOT (Computer, Office Machine Operation, Technician)

DATE WRITTEN: December 2008
DATE REVISED: June 2026

Status: Contractual
FLSA Status: Contractual

To perform this position successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed in this document are representative of the knowledge, skill, and/or ability required. Perry County provides reasonable accommodation to qualified employees and applicants with known disabilities who require accommodation to compete the application process or perform essential requirements of the job, unless the accommodation would cause an undue hardship.

Incumbent serves as Emergency Preparedness for the Perry County health Department, responsible for providing administrative support to Department personnel. PHEP BP3 is contracted through the LHD (Local Health Department) as a Sub-Recipient of the CDC Federally Funded PHEP BP3 Grant and is dedicated to Public Health Preparedness and must be able to fulfill the role of Public Health as the ESF-8 representative in the County Emergency Operations Center during a response.

DUTIES:

- Emergency preparedness coordinator is responsible for submitting an end of the quarter subrecipient report to IDOH (Indiana Department of Health).
- LHD PHEP Coordinator must obtain an Indiana Public Safety Identification Number (PSID#) along with a FEMA Student Identification Number (SID#).
- Complete required and strongly recommended courses assigned by FEMA – Emergency Management Institute.
- The LHD PHEP coordinator shall maintain active accounts with Indiana Emergency Response Systems utilized by IDOH DEP.

- IN TRAIN Account Creation. The LHD PHEP Coordinator shall establish and maintain an IN TRAIN account. TRAIN is a comprehensive catalog of public health training opportunities.
- Public Health is the lead for Emergency Support Function (ESF) 8. The LHD PHEP Coordinator must coordinate with jurisdictional ESF-8 partners for planning efforts and information sharing.
- LHD PHEP Coordinator shall conduct a meeting with ESF-8 jurisdictional partners during the PHEP PB# grant year.
- The LHD PHEP Coordinator shall ensure maintenance and accuracy of any LDH Public Health Preparedness Memorandum of Understandings (MOUs) between the LHD, partner agencies, and identified LHD Point of Dispensing (POD) Sites, along with any additional LHD Point of Dispensing (POD) sites, along with any additional LHD key community stakeholders and partners as identified by the LHD.
- The LHD PHEP Coordinator must ensure Local level Public Health Preparedness Planning MOUs are maintained and up to date on a regular cadence (annually at a minimum).
- LHD PHEP Coordinator (or representative) shall participate in their respective District Healthcare Coalition (HCC) IPP workshop.
- The LHD PHEP Coordinator or representative shall participate in regional IDOH integrated Preparedness Workshops specific to their region. (Meetings will be held in April 2027)
- The LHD PHEP Coordinator must complete bi-annual LHD POD plan command call down drills. These call down drills must include all identified POD command staff and LHD POD Volunteers. Perform LHD command structure staff communication drill via email and text. The LHD must send a drill report within 10 days of drill.
- LHD must annually review, update, and implement any revision necessary of their local jurisdiction's preparedness and response planning document to ensure current alignment with preparedness capabilities, county specific risks, and operational needs.
- The LHD PHEP Coordinators will meet with their respective IDOH DEP DLR PHEP Regional Coordinators in-person at the LHD; requirement is attendance of bi-annual scheduled meetings.
- LHD PHEP Coordinators must attend and participate in offered District HCC meetings, workshops, and training courses.

- High School diploma or GED required.
- Possession of a valid Indiana driver's license and demonstrates a safe driving record.
- Ability to occasionally work extended hours or evenings and occasionally travel out of town for training, sometimes overnight.
- Assists with Public Health Fairs.
- Performs related duties as assigned.

Application/Employee acknowledgement:

The job description for the position of Emergency Preparedness Coordinator for the Health Department describes the duties and responsibilities for employment in this position. I acknowledge that I have received this job description and understand that it is not a contract of employment. I am responsible for reading this job description and complying with all job duties, requirements and responsibilities contained herein, and any subsequent revisions.

Is there anything that would keep you from meeting the job duties and requirements as outlined?

Yes _____ No _____

Applicant/Employee Signature

Date

Print or Type Name