Seneca County General Health District

Position Title:	Emergency Preparedness Student Experience	**Agency Unit:**	Health Planning and Promotion
Schedule:	Flexible	**Reports to:**	Emergency Planning and Injury Prevention Manager
Pay Grade:	Unpaid	**FLSA Status:**	Exempt

Position Summary: Under the direction of the Emergency Planning and Injury Prevention Manager, the Emergency Preparedness Student will work on a variety of emergency preparedness activities both in-house and through meetings in the community. Student efforts will primarily be focused on select projects. The student will undergo training on incident command structure (ICS) and any other relevant preparedness activities.

Essential Duties:

- Emergency response planning and review for situations such as highly infectious diseases, radiological emergencies, isolation and quarantine, and the continuity of public health operations;
- Planning and development of real-life exercises, involving the creation and design of drills to test public health preparedness for emergencies;
- Coordinate with local community organizations;
- Coordinate with local first responders and government officials, such as fire, law enforcement, and elected officials;
- Engage with various points of dispensing (POD) sites across Seneca County;
- Organize and coordinate volunteers with the Seneca County Medical Reserve Corps;
- Technical editing and technical writing skills are required.

Other Duties & Responsibilities

- Maintains confidentiality, as required;
- Demonstrates human relation skills in order to provide good customer service and work closely with the clients of the Health District;
- Willing to work independently;
- Prepare reports and summaries, as required;
- Other duties as assigned.

Minimum Qualifications: Qualified students shall possess the following:

- Be actively enrolled in an undergraduate or graduate program;
- A program emphasis on public health and/or emergency preparedness is a plus;
- Ability to prepare meaningful, concise, and accurate reports;
- Ability to develop and maintain effective working relationships with associates, supervisors, and general public;
- Knowledge of general office practices and procedures;
- Ability to follow and carry out detailed instructions;

- Ability to communicate effectively;
- Understanding of office equipment, with a knowledge of Microsoft Office, including Word, Excel, Outlook and PowerPoint;
- Valid driver's license;
- Current auto insurance;
- Ability to operate a motor vehicle, on occasion;
- Maintains information in strict confidentiality.

Work Environment: The Emergency Preparedness Student position requires an student to:

- Travel to off-site locations;
- A flexible schedule may be required, including evenings and/or weekends;
- Respond to emergency calls;
- Come into contact with secondhand smoke, communicable diseases, blood, bodily fluids, allergens, dusts, cleaning supplies, insects, and animals;
- Lift, climb, bend, twist, kneel, squat, push, roll, and support up to 55 pounds;
- Sit, stand, stoop, and/or walk;
- Grasp with manual dexterity;
- Manipulate a keyboard and other technology;
- Ability to operate a motor vehicle.

Interested individuals are encouraged to apply. Email cover letter and resume to Anita Gaietto at agaietto@senecahealthdept.org. Applications will be accepted until the position is filled.

The Seneca County General Health District provides equal employment opportunities to all employees and applicants for employment without regard to race, color, religion, sex, national origin, age, disability, or genetics.