

Introduction:

Our mission is to provide compassionate consulting services to local, state, federal, and industry clients, active in disaster response, recovery, and preparedness. We will be on time, on target, and on budget with the services aligned to the evolving threats and hazards facing our nation.

Mission of Role/Position Summary:

Be part of a team of knowledgeable, compassionate, and helpful allies for our clients. This position will play an integral part of business operations and emergency response efforts. The Public Health Coordinator will support the Florida Department of Emergency Management COVID-19 response and vaccination efforts.

This role will play an integral part in operational response, planning, collaboration and resolving gaps in emergency response/vaccination needs. The successful candidate will be required to apply public health policies, principals, and procedures to the role. This role requires a dedicated liaison for the public, Department of Health and other key stakeholders at various company and state levels. This position requires on-site work as well as the ability to travel. The Public Health Coordinator will be critical to establish and maintain liaisons between the Public Health Department, community organizations, and other private and public agencies as needed.

Title: Public Health Coordinator

Location: Tallahassee, FL

- No Direct Reports
- Full Time/Temporary
- Hourly: \$38-\$45
- Not Benefits Eligible

Role Competencies:

- Strong knowledge of public health practices, procedures, and policies
- Working knowledge of COVID-19 response
- Thorough understanding of state laws pertaining to public health, records retention
- Ability to work independently as well as maintain strong working relationships
- Prioritization, professionalism, and ability to maintain confidential information
- Proactive approach in assessing needs and problem solving

Position Responsibilities:

- Consult and coordinate with federal and state health officials and representatives of local public and private health agencies in the enforcement of health laws and the development of programs to manage public health immunization needs.
- Work with the Department of Health to coordinate staffing levels.
- Formulate and administer public health efforts based on needs and available resources. Make recommendations to and consult on general policies and procedures, goals, and proposals and methods of service delivery for immunization efforts.
- Implement education and communication with a variety of stakeholders as required.
- Share and analyze relevant data with stakeholders, evaluate and monitor goals and objectives.
- Provide oversight and ensure compliance for record keeping, supplies and resource allocation.
- Attend client meetings and training sessions as requested
- Perform all other duties as assigned.

Public Health Coordinator

Technical Skills:

- Excellent written and verbal communication
- Proficient in Microsoft Office
- Basic data analytics
- Basic mathematical skills

Essential Skills, Education, and Experience:

- Bachelor's degree Public Health or related field
- 1-3 years' experience within the public health policies, procedures, and best practices
- Must be highly organized & detailed, able to work independently and collaborate with a small team
- High level of professionalism is a must
- Knowledgeable of principles and practices and interagency responsibilities involved in contemporary public health and vaccination efforts.
- Knowledgeable and experience with federal/state laws and regulations governing the services and work of local public health programs.
- Knowledge of the principles and practices of managing physicians and other medical professionals and other managers; effective public and community relations practices.
- Experience managing public information practices and techniques; practices of health service advocacy; principles and practices of determining and serving community health needs.

Physical Demands and Work Environment:

- Must be able to travel as well as work on-site
- Prolonged periods of sitting at a desk and working on a computer

AC Disaster Consulting is an Equal Opportunity Employer committed to engaging a diverse workforce and sustaining an inclusive culture. All qualified applicants will receive consideration for employment without regard to race, color, religion, sex, sexual orientation, gender, gender identity national origin, disability, or veteran status.

How to Apply: Please send your resume to jobs@acdisaster.com - OR - apply directly on Indeed.