Public Health and Emergency Preparedness (PHEP) Coordinator

Job Summary:
Under general supervision, this position’s primary role is public health emergency planning, but assists with general emergency management functions in coordination with the Emergency Manager. Coordinates with Kaibab departments, elected officials, local, county, state, and federal partners to develop and maintain the Community’s Public Health Emergency Preparedness (PHEP) program.

Department: Administration
Supervisor: Emergency Services Manager
In-House/Tribal Only Applications Due: 05/02/2022
All Other Applications Due: 05/31/2022
Status: Full Time/Benefited
Salary: $15.00/hour

Essential Functions: (Essential functions may vary amongst positions, but may include the following tasks, knowledge, skills, abilities, and other characteristics. This list of tasks ILLUSTRATIVE ONLY and is not intended to be a comprehensive listing of tasks performed by all positions in this classification).

DUTIES & RESPONSIBILITIES:
- In conjunction with the various tribal departments, leads the formulation and implementation of policies, procedures and plans for the PHEP Emergency Management Grant
- Ensures compliance with applicable tribal, state, and federal policies, procedures, rules, and regulations
- Establishes, implements, and communicates goals and objectives in accordance with the PHEP emergency management and disaster preparedness plans
- Assures disaster preparedness/readiness and response and recovery planning efforts through communication and contact with stakeholders, management, top officials of federal, state, and local government agencies and the private sector
- May assist the Emergency Manager in implementation of tribal, state, and federal disaster assistance programs subsequent to gubernatorial and/or presidential disaster declarations; may be required to work in the State Operation Center (SOC), Emergency Operations Center (EOC), Joint Field Office (JFO) to provide assistance in emergency response and recovery activities
- Develops public health grant proposals and provides implementation and management of grants and their funds.
- Prepares required reports; conducts performance appraisals; ensures that all grant requirements are met
- Acts as liaison and attends meetings with local, county, state and federal entities to ensure grant compliance
- Performs other job-related duties as assigned to maintain and enhance departmental and agency operations.

KNOWLEDGE, SKILLS, AND OTHER CHARACTERISTICS:
- Knowledge of public health practices and methodologies.
- Knowledge of grant management principles.
- Knowledge of office tools and technology used in public health.
- Knowledge of the Incident Command System and command procedures and methods.
- Skill in the use of personal computer and job-related software.
- Skill in organizing resources and establishing priorities.
- Skill in organizing and prioritizing work.
- Ability to develop and present educational programs and/or workshops.
- Ability to communicate both orally and in writing.

The Kaibab Paiute Tribe is committed to providing a drug-free workplace for its employees, volunteers and the community it serves. By Kaibab Paiute Tribe policy, this position requires pre-employment, accident, and random drug testing. Candidates will be required to understand the importance of confidentiality and sign a Confidentiality Agreement. Employment applications are available online at www.kaibabpaiute-nsn.gov or at the Tribal Affairs Building located on 1 North Pipe Springs Road Fredonia, AZ 86022. For more information, contact the Human Resource Director at (928) 643-7245.
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- Ability to develop and maintain a recordkeeping system and procedures.
- Ability to exercise judgment regarding dissemination of sensitive/confidential information.
- Knowledge of principles and practices of management, administration, supervision, budgeting, recordkeeping, and record management.
- Knowledge of department policies, procedures, objectives, rules, regulations, and laws.
- Skill in analyzing problems, projecting consequences, identifying situations, and implementing recommendations.
- Skill in grants administration.

PREFERRED QUALIFICATIONS:

- Preference will be given to applicants who have experience in Emergency Services, Public Health, or a closely related field; and four (4) years of progressive work experience in resource or emergency management.
- First Responder or Public Safety related training.
- Incident Command System (ICS) Certification. (Or ability to obtain certification within one (1) year of employment)
- **Equivalency:** Any equivalent combination of experience and education that will allow the applicant to satisfactorily perform the duties of the job may be considered when filling the position.
- **Insurability:** Must possess and maintain a valid Arizona Driver’s License and be able to meet the insurance standards.