Marin County Department of Health & Human Services is currently recruiting for an extra-hire Public Health Preparedness Project Coordinator. This position is grant funded through 8/9/12. Continuation of the position and the number of hours available is dependent upon on-going funding.

Under the direction of the Public Health Preparedness Program Manager, responsibilities include but are not limited to: increasing the number of community partners participating in emergency planning; expanding elements of the Mass Chemo Prophylaxis program; coordinating exercises & training; and writing and revising emergency plans.

MINIMUM QUALIFICATIONS:

Education and experience equivalent to three years' work in community or social planning in a health and human service agency, one year of which was in a program providing administrative or analytic services directly related to the Health and Human Services Division (Aging, Health, Mental Health, Social Services) and which included responsibility for program planning, monitoring and evaluation that demonstrates the possession of the required knowledge and ability. A Master's degree in social work, public health, mental health, public administration or a closely related field is highly desirable.

THE IDEAL CANDIDATE:

The ideal candidate will possess knowledge of public health emergency preparedness concepts and programs, as well as experience with grant writing and grant reporting. In addition, demonstrated competence in the areas of project coordination, computer skills, and maintenance of successful working relationships is required. The ideal candidate will exhibit strong leadership skills, have the ability to establish and maintain effective working relations with co-workers and a wide spectrum of stakeholders, be a proven team player, have exceptional communication and interpersonal skills, and have a commitment to producing excellent work products.

For more information please contact:
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