



**Bureau of Health Protection
Emergency Preparedness and Response Program (EPRP)**

**Program Specialist, PHN (PS, PHN)
Director, Community Resilience Unit
Vacancy Announcement**

The Director of the Community Resilience Unit within the Emergency Preparedness and Response Program (EPRP) plans, implements, and evaluates activities that promote community resilience related to public health emergencies throughout Los Angeles County. The person within this position achieves grant requirements from the Centers for Disease Control and Prevention (CDC) Public Health Emergency Preparedness (PHEP) cooperative agreement for building and strengthening the Los Angeles County Department of Public Health's (DPH's) ability to prepare for, respond to, and recover from public health emergencies. This position has department-wide impact. Primary responsibilities include managing the work of the Community Resilience Unit and working collaboratively with staff from various disciplines within DPH, in other County Departments, and in government agencies and community based organizations to achieve EPRP's mission, goals, and objectives.

The Director of Community Resilience, EPRP will perform the following duties:

- Plan, implement, evaluate, and improve upon community resilience activities and resources within the Department of Public Health, including work with vulnerable and at-risk populations.
- Work collaboratively within EPRP, the Department, and with partners to improve and maintain community resilience within the Operational Area.
- Plan for, implement, evaluate, and improve upon public health activities related to EPRP's overall mission, goals, and objectives, including grant-funded work plan activities and deliverables.
- Oversee the development and evaluation of public health educational materials and risk communications that promote community resilience throughout the disaster cycle (preparedness, response, and recovery).
- Supervise and participate in collaborative efforts among agencies and organizations to meet the needs of target populations in improving community resilience.
- Provide leadership and assist in the development and evaluation of community resilience-related plans, trainings, and exercises.
- Analyze grant requirements and Departmental services, and accordingly develop and implement public health projects to increase community resilience among diverse populations.
- Assist as needed in contributing to annual grant applications, work plans, budgets, and progress reports.



- Assess and evaluate community resilience initiatives in other jurisdictions and share evidence and best practices to contribute to further advancement of the overall field of public health emergency preparedness, response, and recovery.
- Report to the Director EPRP, and support programmatic initiatives as needed.

Minimum Requirements:

- Valid CA RN license and Public Health Nurse Certificate issued by the CA Board of Registered Nursing
- CA Class C Driver's License
- Must currently hold the payroll title of a PS, PHN or be reachable on the current PS, PHN list

Desirable Qualifications:

- Experience working with community organizations and government agencies
- Experience in community education and outreach
- Experience working in public health emergency preparedness and/or response
- Strong interpersonal skills and flexibility
- Ability to initiate projects independently
- Strong ability to work within an interdisciplinary group to set and achieve goals and objectives
- Experience in public health program development, management, budgeting, and evaluation
- Strong communication skills (written and verbal)

Work location: EPRP Main Office 600 S. Commonwealth Ave., Suite 700, Los Angeles, CA 90005
Interested candidates should submit a resume, copies of last two performance evaluations, and copies of last two years attendance record by July 29, 2016 to:

Voncille McKinney
Staff Relations Administrator, EPRP
600 S. Commonwealth Ave., Los Angeles, CA 90005
Telephone: (213) 637-3966
Fax: (213) 381-0006
Email: vmckinney@ph.lacounty.gov

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