



## **Regional Public Health Preparedness Coordinator/Homeland Security Assistant**

North Central Regional Planning Commission is seeking a Regional Public Health Preparedness Coordinator/Homeland Security Program Assistant. A bachelor's degree in a health care or emergency service field is preferred. Relevant work-related experience may be substituted for college credit at the discretion of the hiring committee. The position will help plan, coordinate, and implement public health emergency preparedness endeavors for thirteen county health departments in North Central Kansas, including: pre-emergency planning, emergency response coordination, and post-emergency functions. The position will also work under the Homeland Security Program Coordinator and oversee two Homeland Security councils in northwest and north central Kansas. This is a full-time, 40-hour position with approximately 24 hours/week dedicated to public health and 16 hours/week dedicated to homeland security. Position is based in our Beloit, Kansas office. If full-time work is not desired, the Regional Public Health Preparedness Coordinator position could stand alone at 24 hours/week.

### **Responsibilities:**

- Assist with the development and writing of member health department's emergency preparedness policies, procedures and plans (standard operating guides) as needed in accordance to Kansas Department of Health and Environment (KDHE) Preparedness Program;
- Assist in coordinating trainings & exercises on a regional level for member health departments;
- Ensure regional work plan tasks are completed following KDHE preparedness program guidelines;
- Facilitates situational awareness/communication coordination between counties;
- Work under the guidance of the NCRPC Homeland Security Coordinator to oversee program procurements and progress tracking for 2 homeland security councils in Northwest and North Central Kansas.

### **Full-Time Benefits:**

- Competitive pay based on experience
- Holiday, Vacation & Wellness pay
- Health & Dental Insurance
- Flex Benefits
- KPERS Retirement
- Flexible work environment

All interested parties should submit their resume with at least three (3) references to the below address. This position will be open until filled.

Please contact Pepper Roberg or Lisa Peters at NCRPC at (785) 738-2218 or Ladonna Reinert, Lincoln County Health (785) 524-4406 with questions. The NCRPC is an Equal Opportunity Employer.

Applications should be submitted to:

North Central Regional Planning Commission  
Attn: Public Health/Homeland Security  
109 N. Mill, P.O. Box 565  
Beloit, KS 67420

Or

Attn: Public Health/HLS Application  
[officemanager@ncrpc.org](mailto:officemanager@ncrpc.org) and [executivedirector@ncrpc.org](mailto:executivedirector@ncrpc.org)