

JOB DESCRIPTION

General Job Title: Emergency Preparedness Planner - NECO Grant

Original Date: 7/30/2026

Revised Date: 7/30/2026

Range Minimum:

Range Midpoint:

Range Maximum:

Classification:

Non- Exempt / Grant
Funded

Basic Function and Scope of Responsibilities: The NECO Emergency Preparedness Planner is responsible for planning, coordinating, and implementing multiple emergency preparedness projects simultaneously while working collaboratively with hospitals, public health, emergency management, EMS, and other community partners throughout the region. The position manages assigned grant deliverables, regional plans, exercises, training initiatives, and preparedness projects. Project assignments may vary based upon organizational priorities, employee expertise, workload, and grant requirements. The position works closely with the Regional Healthcare Coordinator and other preparedness staff to ensure successful completion of all ASPR grant objectives.

Principal Responsibilities:

- Plans, coordinates, and manages assigned emergency preparedness projects from initiation through completion while ensuring compliance with grant requirements, timelines, budgets, and project objectives.
- Serves as the project lead for assigned regional plans, programs, workgroups, committees, exercises, or preparedness initiatives.
- Develops, reviews, updates, and maintains regional emergency preparedness plans, annexes, standard operating guidelines, excel databases and other planning documents.
- Leads the planning, coordination, implementation, and evaluation of regional exercises, drills, trainings, workshops, and other preparedness activities.
- Develops exercise documentation including scenarios, planning documents, participant materials, evaluation guides, After Action Reports (AARs), and Improvement Plans (IPs).
- Coordinates with hospitals, healthcare organizations, emergency management, public health, EMS, and other coalition partners to accomplish assigned preparedness initiatives.
- Maintains assigned regional databases, preparedness systems, web portals, contact lists, inventories, and documentation necessary to support regional preparedness activities.
- Administers assigned online preparedness systems, including user management, system maintenance, training, and technical support.
- Collects, analyzes, and reports preparedness data necessary for grant reporting, regional planning, and performance improvement.
- Monitors assigned grant deliverables and assists in ensuring regional compliance with ASPR, Ohio Department of Health, and Healthcare Coalition requirements.
- Represents the Healthcare Coalition during meetings, planning sessions, conferences, trainings, and emergency response activities as assigned.
- Assists with regional emergency response coordination and may support Regional Healthcare Coordinator duties during incidents or activations.
- Collaborates with other preparedness staff to balance project assignments, share technical expertise, and ensure continuity of operations.
- Performs other duties as assigned.



Education Requirements: Check the minimum level of formal education that is required to perform this job satisfactorily. (R) if required or (P) if preferred.

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|--|---|
| ☐ High School Diploma or GED | ☒ Bachelor's Degree (R) |
| ☐ Vocational School or some college courses | ☐ Master's Degree |
| ☐ Associate's Degree, Trade or Technical School | ☐ Doctoral Degree |

Authority:

Decision Making:

What is the nature of the direct supervision that is provided to the incumbent of this position?

- Direction is given by the Director/Regional Hospital Coordinator

Financial Authority:

- None

Supervisory Responsibility:

- ☐ No supervisory responsibility
- ☒ Provides guidance, leadership, or training to other employees (no direct supervision) –ARHA and EP Interns
- ☐ Directly responsible for supervising non-exempt, clerical, or office administrative personnel
- ☐ Directly responsible for supervising exempt, professional, or technical employees
- ☐ Directly responsible for supervising supervisory/ managerial employees

Organizational Structure:

Job Title to which this position reports: Executive Director/Regional Hospital Coordinator

Job Titles directly reporting to this position: None

Job Titles indirectly reporting to this position (e.g. Titles reporting to position's subordinates): NECO Administrative Coordinator (When Applicable)

Working Conditions:

Office setting. The person in this position is expected to be capable of working independently or part of a team

Domestic/International Travel:

Travel to hospital sites and meeting locations with the Northeast Central Ohio Region required.

Occasional travel to Columbus.

Extensive Hours:

On occasion during response. No overtime

Training, Skills, Knowledge and/or Experience: List specific examples, denoting (R) if required or (P) if preferred

Experience specific to this position (explain):

Experience with Microsoft Outlook (P)

Experience with Microsoft PowerPoint, Excel, and Word (R)

General experience in this field (explain):

Experience working in an office setting (P)



Specific training courses in this field (explain):

None

Success Factors

- Proficient in Microsoft Office programs
- Highly organized and thorough
- Pro-active and self motivated
- Excellent verbal and written communication skills
- Successful working in a team environment
- Ability to use reason to solve problems, refines or modifies standard techniques to solve those problems when necessary

The ideal candidate will be capable of handling a significant workload through efficiency and prioritization. They will be highly detail oriented and organized and work well in a group environment to see tasks through to their successful conclusion. This person will also need to accept direction and guidance, as well as, provide support to the Director/Regional Hospital Coordinator.

The above statements are intended to describe the general nature and level of work being performed by persons assigned to this position. They are not intended to be an exhaustive list of all associated responsibilities, skills, efforts, or working conditions. The Healthcare Alliance reserves the right to change, amend, add, delete, and otherwise assign any and all duties, responsibilities, and position titles as it deems necessary to meet the needs of the business.

