



Henderson County Department of Public Health

Steven E. Smith, MPA, Health Director | Diana Curran, MD, Medical Director

1200 Spartanburg Highway, Suite 100, Hendersonville, NC 28792

Main Phone: (828) 692-4223 | Administration FAX: (828) 697-4709

Clinic FAX: (828) 697-4691 | Communicable Disease FAX: (828) 697-4504

Public Health
Prevent. Promote. Protect.

March 20, 2017

POSITION ANNOUNCEMENT

HUMAN SERVICES PLANNER/EVALUATOR II

Position Information: Henderson County Department of Public Health is accepting applications for one full-time Human Services Planner/Evaluator. Henderson County is located in the beautiful Blue Ridge Mountain region of western North Carolina. This position is directly supervised by the local health director. The responsibilities of the position include; but, not limited to, managing the public health preparedness program and assures compliance with the NC Division of Public Health Agreement Addendum; identifies preparedness gaps of the agency and develops work plans to address gaps; is the primary liaison to the Henderson County Emergency Management and other related local, state and federal agencies as related to duties; administers and coordinates the agency's respiratory protection program; coordinates and assures compliance with the National Incident Management System; maintain public health preparedness portions of the department website; manages, implements and assures compliance for the Strategic National Stockpile, pandemic response and continuity of operations, crisis communications; active member of the Henderson County Epi Team; manages the public health preparedness training and exercise program for the department; facilitates and coordinates the Quality and Assurance and Quality Improvement efforts as requested by the leadership team of the agency; a member of the agency's leadership team. Typical work week is 37.5 hours, Monday through Friday 8:00 A.M. – 4:30 P.M. Work schedule may include non-traditional hours including evening and weekends, extensive travel is expected to meet training requirements for the public health preparedness program.

Minimum Recruitment Standards: A master's degree in public or human services administration or a human services programmatic field preferably with course work in human services planning and one year of experience in human service program planning or administration; or graduation from a four-year college or university and three years of administrative or consultative experience in a human service program; or an equivalent combination of education and experience.

Application Requirement: Applicants must submit a signed and completed North Carolina application (Form PD-107) and college transcript no later than March 31, 2017 to: Katie Fuller, Henderson County Department of Public Health, 1200 Spartanburg Hwy, Suite 100, Hendersonville, NC 28792 of Fax: 828-697-4709 or email: kfuller@hendersoncountync.org, or from the Henderson County NCWorks Career Center, 180 West Campus Drive, Flat Rock, NC 28731. A pre-employment drug screen, driving, credit and background check is required of finalist applicant. EOE M/F/D/V

Only fully completed applications will be accepted through March 31, 2017.

Salary/Wage Grade: Minimum Starting Salary \$40,540.50/\$20.79 Grade 75A

Benefits include: Medical and Dental Insurance, Government Retirement, 401K/457b, 11 Paid Holidays, Vacation and Sick Leave, and more