



**Mission:** BFHD provides all people in our community the opportunity to live full productive lives by promoting healthy lifestyles, preventing disease, reducing injury and protecting our environment.



Jason Zaccaria, Administrator  
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## Contact Us

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Kennewick, WA 99336

*Benton-Franklin Health District is an Equal Opportunity Employer*

## BFHD Values

### Excellence:

We deliver the highest quality services incorporating community assessment data and evidence based practices to produce the best possible health outcomes.

### Diversity:

We feel a stronger community is based on engaging all cultures, attitudes, and beliefs.

### Communication and Collaboration:

We share information and talents to best serve our community.

### Integrity and Accountability:

We make informed decisions to earn the trust of those we serve and strive to do what's right.

**Effectiveness:** We maximize resources to provide proactive and relevant services that improve our community's health.

## Drug-Free Workplace

*Benton-Franklin Health District is a drug-free, tobacco-free workplace.*

## Regional Learning Specialist I or II

**Hours:** Part-time, 20 hours per week  
**Salary:** \$21.84 - \$31.77  
**Closing Date:** August 26, 2016

## The Position

**DEFINITION:** This is a professional regional learning position specializing in emergency preparedness and response education and communications. This position is expected to apply broad knowledge of the principles, practices, and current developments related to public health and healthcare preparedness and response.

### ESSENTIAL JOB FUNCTIONS:

- Collaborate with local health jurisdictions, hospitals, community health centers, emergency management, tribes and others within the five county region and neighboring regions to develop and deliver emergency preparedness and response training.
- Responsible for ensuring activities meet local health jurisdiction and partner needs and are integrated with WA State Department of Health programs where indicated.
- Develop, maintain, and publish monthly the Regional Training and Exercise Plan with associated materials for Region 8 Healthcare Systems Coalition partners.
- Conduct a regular assessment of partner training needs and evaluate all exercise AAR/Improvement Plans to incorporate into an annual regional training plan.
- Responsible for assisting in the development and conduct of drills and exercises including the development of supporting materials, documentation and after action reports.
- Assist with message development and coordination in public health emergencies and upon request through work Information Center/System, and creating resources such as fact sheets, talking points, etc. for regional and local partner needs.

- Work with Region 8 Healthcare Systems Coalition partners to ensure a coordinated approach to communications and information sharing in the region.
- Participate in emergency response drills/exercises and related after hours activities; respond to public health emergencies as required.
- Other duties as assigned

**KNOWLEDGE, SKILLS AND ABILITIES:**

- Knowledge of the principles, practices, and techniques of classroom instruction.
- Working knowledge of the Incident Command System (ICS) and Homeland Security Exercise and Evaluation Program (HSEEP).
- Ability to present educational programs to a wide variety of audiences using various multimedia presentation methods and equipment.
- Ability to maintain effective working relationships with staff, colleagues, public and private officials, and community and regional partners.
- Ability to work with people in a courteous and mature manner. Team player.
- Excellent verbal and written communication skills.
- Demonstrated ability to meet deadlines.
- Ability to develop a needs assessment.

**The Requirements & Selection Process**

**MINIMUM QUALIFICATIONS:**

- Bachelor's degree in public health, emergency management or closely related field.
- Minimum of three years of work experience at a professional level related to public health or emergency preparedness services, or a closely related field.
- IC-100, 200, 700 and 800 certifications or obtained within 30 days of hire. ICS-300 and 400 preferred.
- Masters degree in a closely related field is preferred.

**ADDITIONAL REQUIREMENTS:** Performance of job duties requires driving on a regular basis, a valid Washington State driver's license, the use of the incumbent's personal motor vehicle when a District fleet vehicle is not available for use, and proof of appropriate auto insurance.

**SELECTION PROCESS:** The most qualified applicants, based in part upon evaluation of the completed application and related information will be invited for an interview. Applications should be submitted to the Human Resources Manager, Lisa Wight, 7102 W. Okanogan Place, Kennewick, WA 99336..

**About Our Area**

South-central Washington provides a wonderful living environment with access to numerous rivers and four seasons of weather. We have affordable housing and excellent schools, including local colleges. We have fine dining, shopping, and access to many sporting and cultural offerings without the traffic of larger cities. When you want to see other sites, Seattle, Spokane, Portland, Oregon, and Idaho are just a couple of hours away.

**Goal 1:**

Excel at internal communication, external communication, and customer service

**Goal 2:**

Advance the agency's ability to reduce & prevent chronic diseases and injury across the life-course

**Goal 3:**

Expand partnerships with businesses, community organizations, and government agencies.

**Goal 4:**

Enhance Technology and Infrastructure.

**Goal 5:**

Manage our resources with fiscal responsibility and efficiency through a transparent, comprehensive process.

**Goal 6:**

Strengthen the resilience and culture of our workforce.