

# RISK ASSESSMENT TRAINING SPECIALIST

## DEFINITION

Under general supervision, responsible for the overall coordination of the grant activities for education and training at the local level for the South-central Wisconsin Public Health Preparedness Consortium. This includes the assessment of training needs, the development and update of the training plan, and the coordination and implementation of the plan within the Consortium. The position will provide the liaison function for the Consortium related to all of the education and training needs of the public health system and the partners. There will be a close working relationship with the State of Wisconsin Training Officer for Bio-terrorism Preparedness Education and Training. This position will work with other Consortium staff and local health department staff to ensure that public health and medical activities and communications are integrated and coordinated through full utilization of the Health Alert Network (HAN) and perform other duties as assigned.

## EXAMPLES OF DUTIES

Maintain current needs assessment for the Consortium regarding the training needs for bio-terrorism preparedness for the entire public health system staff. This includes the local public health agencies, the system partners, and all others involved in public health needs; assure that necessary training and education sessions for all public health partners to prepare them for all emergency events is conducted; function as the education and training coordinator for the Consortium staff; assist in the training of the public health system partners.

## EMPLOYMENT STANDARDS

### Education and Experience:

Combination of training and experience equivalent to graduation from an accredited college or university with a Bachelor's degree and one or more years experience in conducting needs assessment, and in planning, conducting and evaluating public health training/education sessions.

Knowledge, Skills and Abilities: Thorough knowledge of planning, conducting and evaluating training programs; thorough knowledge of the development of a training needs assessment; thorough knowledge of adult education procedures as applied to practical instruction for the public health community; considerable knowledge of material available for use in training public health staff and partners; considerable knowledge of technology available for training and educational sessions, including distance learning, webcast, and satellite down-links; exceptional oral and written communication skills; ability to plan, coordinate and develop training for the public health community; ability to plan, coordinate and direct diverse and complex training programs; ability to write clearly and effectively; and ability to speak effectively before public gatherings.

**SPECIAL REQUIREMENTS:** Valid Wisconsin driver's license or (eligibility for) and access to reliable transportation.