

**WHO PanFlu Alert Level 6** **October 9, 2009** **U.S. Terrorism Threat Level Yellow**

→The Regional News Update is now posted on MIHAN and the Regional Website←



## ***SPECIAL EDITION!***

**Please share with any contacts you may have in Region 3 who might be interested in this opportunity!**

Your assistance is needed:

I have just been informed that Megan Norton, our current Regional Administrative Assistant has been offered and accepted a new position. I'd like to say that I am very happy for Megan as this will be a definite positive career move that will offer her an opportunity to work in her degree field as well as give her a full time position with full benefits. Her last day with us will be October 26th.

I need to ask for your assistance in disseminating the following job posting. Please share it as widely as possible with anyone you believe might be interested. The Job Description follows and may also be shared.

**The Region 3 Healthcare Preparedness Network is seeking an individual for the immediate opening for the position of Administrative Assistant. This position is for 28 hours per week. The selected individual will report to the Regional Coordinator and will be responsible for administrative support functions for the busy Region 3 office. Interested applicants must show consistent knowledge of routine office software and administrative skills and must be highly detail oriented and reliable. The Job Description follows. For any questions or to apply, contact Jim Brasseur at 989-758-3712. Submit letter of interest, resume and three professional references with phone numbers and email addresses to**

**[jbrasseur@saginawcounty.com](mailto:jbrasseur@saginawcounty.com) . *The Deadline for submissions is close of business on Friday, October 16, 2009.***

**Region 3 is an equal opportunity employer.**

Thank you.

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**JOB DESCRIPTION: Region 3 Administrative Assistant**

(revised 10/5/09)

**STATUS:** Part time (28 hours per week). Employed by the Regional Fiduciary Agency

**REPORTING RESPONSIBILITIES:**

- **Regional Coordinator** for day to day activities
- **Fiduciary Agent** in the absence of the Regional Coordinator

**DUTIES:** Working with the Regional Coordinator (Coordinator), assists in the process of the regional medical healthcare preparedness system. Also provides general administrative, clerical and scheduling support for the Coordinator and the region.

**Specific Duties:**

- Serves as a liaison between the Regional Office and all internal and external customers.
- Assists with the overall coordination of healthcare preparedness within the Region, including:
  - Plans training evolutions within the Region under the direction of the Coordinator.
  - Actively participates in Regional office operations and decision-making processes.
  - Participates in Regional and other meetings, seminars, training sessions, exercises, drills, etc.
  - Takes and transcribes minutes and other correspondence for the Regional Planning Board, Advisory Committee and other Regional activities.
  - Assists in recruiting as requested.
  - Maintains a current personal knowledge base in the areas involved in Regional office operations.
  - Responds to concerns regarding the Regional grant process.
  - Assists in the operation of grant funds and tracking of projects.
  - Maintains records and files relative to all aspects of the Regional office and the grant(s).
  - Schedule appointments and meetings.
  - Write check requests and purchase orders for signature.
  - Track expenditures as per office policy and procedures.
  - Maintain the Regional Inventory list.
  - Perform clerical work related to the overall operation of the Regional office and Regional function.
  - Other duties as assigned.

**QUALIFICATIONS:**

- Excellent interpersonal communication skills, customer service, administrative skills, organizational skills and ability to work independently. Must be highly detail orientated.
- Valid Driver's License.
- Skill with MS Office and other common administrative software systems.
- Three to five years experience in related field.
- Degree in health related field desirable but not required.

**WORKING CONDITIONS:**

**While generally working in an office environment, at times working out of doors is required. Lifting and moving of equipment is required with lifting up to 50 #. Routine worksite is at the Region 3 Office.**

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Interested parties may apply by submitting their letter of interest, resume and three professional references with phone numbers and email addresses to [jbrasseur@saginawcounty.com](mailto:jbrasseur@saginawcounty.com).

Remember, ***The Deadline for submissions is close of business on Friday, October 16, 2009.***

***Thank you for your assistance.***

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Web Site: [www.region3hpn.org](http://www.region3hpn.org)

# The Region 3 Healthcare Preparedness Network

Is pleased to announce the availability of



## **FREE!**

### **On Line Training.**

These four ~~FIVE~~ modules are now available on MITRAIN (<https://mi.train.org>)

- Region 3 MCC Operations
  - Region 3 ACC Trailer
  - Region 3 MCI Trailer
  - Region 3 Radio Systems
- *NEW COURSE! - REGION 3 ORIENTATION!!!*

*The 1<sup>st</sup> four offer EMS CE credit!*

To find the courses, after registering and logging into MITRAIN, go to the "Course Search" tab (at the top of the page) and click on "Key Word Search" under the Search Options (on the left side of the page.) Type in "Region 3" and the courses will be listed. Just select the course you want.

Contact the Region 3 office with any questions or problems.

*Enjoy your FREE learning experience!*

This program is supported 100% by Michigan Department of Community Health with funding from the U.S. Dept. of Health & Human Services (HHS) Office of the Assistant Secretary for Preparedness and Response (ASPR) Hospital Preparedness Program Cooperative Agreement # 1U3REP080098-01-00.