

# RESUME

## JAMES R. HOUSE

Mobile Phone: (502) 545-2931

E-mail: [jrhouse1980@gmail.com](mailto:jrhouse1980@gmail.com)

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### PROFESSIONAL PROFILE

**Experience:** Proven leader and problem solver with over 40 years of experience in the healthcare industry.

**Performance:** Consistently recognized for sustained, superior performance in a wide variety of job assignments.

**Program Management:** Managed a wide variety of programs for military and civilian organizations related to healthcare, federal cooperative agreements and grants, training and education, exercise and evaluation, emergency preparedness, program assessments, occupational safety and health, industrial hygiene, harm reduction, and medical materiel.

**Planning:** Recognized for developing emergency response plans and procedures for multiple types of events and operations. Many of these plans were effective in coordinating responses to real-world events.

**Communication:** Excellent communication skills, both verbal and written.

**Trainer/Educator:** Qualified trainer and educator with experience in developing curriculum, lesson materials and providing instruction to a wide variety of students in military and civilian settings.

**Exercise Design:** Experienced in designing, conducting, and evaluating exercises to assess readiness and to meet program compliance.

**Computer:** Proficient in Microsoft Office applications to include *Word*, *PowerPoint*, and *Outlook* and two web-based incident management systems including WebEOC and ReadyOp.

### EDUCATION

B.S. in Workforce Education and Development with specialization in Education, Training and Development from Southern Illinois University, Carbondale, IL. Graduated *Summa cum Laude* – 1999

### CERTIFICATIONS

Master Exercise Practitioner, Federal Emergency Management Agency – 2009

### PROFESSIONAL EXPERIENCE

Kentucky Department for Public Health – Frankfort, KY

2021 – Present

*Health Program Administrator of Workforce Development Programs*

- Oversees the development and administration of the Workforce Development Program and Center for Foundational Health to implement workforce development initiatives for the Kentucky Department for Public Health. Serves as the Chair of the Public Health Workforce Development Advisory Committee (a senior advisory committee) and the Center for Foundational Health Subcommittee.
- Supervises four employees responsible for the administration of programs including Educational Assistance Programs, Student Internship Programs, High School Public Health Career Awareness Programs, and the Registered Environmental Health Specialist Program.
- Collaborates with local, state and federal organizations and universities to identify recruitment, retention, training and credentialing opportunities for the public health workforce and to implement student internship and apprenticeship programs.
- Provides oversight of systems and processes to assure accurate documentation and evaluation of deliverables and activities related to workforce development programs and federal grants.
- Establishes goals and objectives and collaborates with leadership and local, state, and federal officials to plan trainings, resolve programmatic problems, and overcome challenges and barriers.
- Monitors program expenditures against the budget and provides interpretative information thereon to superiors. Coordinates with program managers and department staff and recommends appropriate action.

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Kentucky Department for Public Health – Frankfort, KY

2019 – 2021

#### *Naloxone Distribution/Mobile Harm Reduction Program Administrator*

- Administered Kentucky's Naloxone Distribution Harm Reduction Program and maintained mobile pharmacy assets to distribute naloxone to local communities and targeted populations.
- Supervised a Public Health Associate from the Centers for Disease Control and Prevention who was assigned to the Public Health Protection and Safety Division, Kentucky Department for Public Health.
- Coordinated with multiple local, state, and federal agencies/organizations to implement the First Responders Comprehensive Addiction and Recovery Act Grant for 21 counties located in southeastern Kentucky.
- Led a team to develop and implement the first virtual 2020 Kentucky Harm Reduction Summit that had 685 registered persons attend from Kentucky and 14 other states. Once again, led a team to develop and implement the virtual 2021 Kentucky Harm Reduction Summit that had 939 registered persons attend from Kentucky and 29 other states.
- Oversaw the development and implementation of Kentucky's Syringe Services Expansion Project through collaboration with the Department for Behavioral Health, Developmental and Intellectual Disabilities for over 40 local health departments located throughout Kentucky.
- Served as the Emergency Support Function #8 State Liaison Officer and Public Health Logistic Officer at State Emergency Operations Center to coordinate public health and medical response to the Novel Coronavirus 2019-2020 (COVID-19) pandemic. Supervised a three-person team who successfully processed over 1,700 resource requests for health and medical equipment and supplies during a three-month assignment.
- Led a two-person team to develop and implement Kentucky's BinaxNOW™ COVID-19 Antigen Card Distribution Program during the response to the COVID-19 pandemic. Supervised the two-person team who successfully processed 745 requests from 443 facilities ensuring the delivery of 1,269,200 BinaxNOW™ COVID-19 Ag Cards throughout Kentucky.

Kentucky Department for Public Health – Frankfort, KY

2017 – 2019

#### *Administrative Branch Manager/Kentucky's Public Health Preparedness Director*

- Directly supervised four section supervisors, one Nurse Consultant/Inspector, and one administrative assistant. Provided guidance and support to 23 additional personnel within Kentucky Department for Public Health's Preparedness Branch.
- Assigned as Kentucky's Public Health Preparedness Director responsible for health and medical preparedness, response, and recovery programs throughout Kentucky as required by state and federal statutes and cooperative agreements.
- Oversaw the implementation of the Hospital Preparedness Program and Public Health Emergency Preparedness Cooperative Agreements for preparedness programs throughout Kentucky and the allocation and expenditure of over \$10 million dollars awarded through these agreements.
- Provided emergency preparedness guidance and technical assistance to Kentucky's 61 local public health department jurisdictions, 10 regional healthcare coalitions, and other healthcare agencies throughout Kentucky.
- Served on the Region IV Unified Planning Coalition Executive Committee responsible for coordinating public health and medical preparedness activities in collaboration with leadership from the Department of Health and Human Services and state health departments from Alabama, Georgia, Florida, Mississippi, North Carolina, South Carolina, and Tennessee.
- Served as the Emergency Support Function #8 State Liaison Officer and/or State Health Operations Center Manager within Kentucky's ESF #8 Incident Command System to coordinate public health and medical support for exercises, planned events and real-world incidents.

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Kentucky Department for Public Health – Frankfort, KY

2014 – 2017

#### *Hospital Preparedness Program Manager*

- Supervised seven Regional Healthcare Preparedness Coordinators and oversaw the planning, organizing, equipping, training, exercise, and evaluation activities for Kentucky's 13 regional healthcare coalitions and the 13 assigned Coalition Coordinators as required by the Public Health Emergency Preparedness and Hospital Preparedness Program Cooperative Agreement.
- Developed and maintained close working relationships with personnel from Kentucky's 61 local public health department jurisdictions, 13 regional healthcare coalitions, hospitals, EMS agencies, emergency management agencies, and other local, state, and federal healthcare agencies to maintain and improve public health preparedness capabilities throughout the Commonwealth of Kentucky.
- Coordinated with the Public Health Preparedness Branch's Administration and Program Evaluation Section to manage a \$2.9 million federal grant provided through the Public Health Emergency Preparedness and Hospital Preparedness Program Cooperative Agreement.
- Reviewed and approved annual spending plans and purchase requests submitted by Kentucky's 13 regional healthcare coalitions through coordination with the Department of Health and Human Services and Kentucky Hospital Association.
- Provided guidance and assistance to local and state agencies to meet the federal requirements of the Public Health Emergency Preparedness and Hospital Preparedness Program Cooperative Agreement. Designed, published, and disseminated the annual Hospital Preparedness Program Guidance for Kentucky's 13 regional healthcare coalitions.
- Developed and submitted federal reports to document deliverables required by the Public Health Emergency Preparedness and Hospital Preparedness Program Cooperative Agreement.
- Assessed nine of 13 Kentucky healthcare coalitions to review federal Hospital Preparedness Program requirements and submitted reports to the Department of Health and Human Services.
- Coordinated with multiple local, state, and federal agencies to enhance Kentucky's capability to manage highly infectious disease patients through active response and surveillance activities and through an ongoing planning, organizing, equipping, training, exercise, and evaluation process to prevent the spread of Ebola Virus Disease and other highly infectious diseases in Kentucky.
- Served as a team member and assessed the policies, plans, and procedures of seven hospitals that volunteered to be an Ebola Assessment Hospital; six were approved to be Ebola Assessment Hospitals.
- Served as the lead to develop and publish Kentucky's Ebola Response Plan through coordination and collaboration with Kentucky's six designated Ebola Assessment Hospitals and partnering agencies in Kentucky's 13 regional healthcare coalitions.
- Designed, published, and conducted the first full-scale exercise that involved the movement of a fictitious Ebola patient from Kentucky to Emory University Hospital in Atlanta, GA. This exercise involved multiple personnel from local, state, and federal agencies and was the first exercise of this type and scale conducted in Kentucky.
- Served as the Emergency Support Function #8 State Liaison Officer, State Health Operations Center Manager, and/or Healthcare Branch Supervisor within Kentucky's ESF #8 Incident Command System to coordinate public health and medical support for exercises, planned events and real-world incidents.

Kentucky Department for Public Health – Frankfort, KY

2010 – 2014

#### *Public Health and Medical Services Planning Coordinator*

- Developed seven emergency operations plans to coordinate Emergency Support Function #8 – Public Health and Medical Services within Kentucky. Several of these plans were effectively used to coordinate operations in exercises and real-world events.
- Provided guidance on Continuity of Operations (COOP) planning to healthcare agencies throughout Kentucky and assessed 56 local public health departments to ensure the agency's COOP Plans met state and federal requirements.

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- Provided guidance and assistance to local and state agencies to meet the federal planning, training, and exercise requirements as listed in the Public Health Emergency Preparedness and Hospital Preparedness Program Cooperative Agreement.
- Developed training programs and trained local and state personnel on how to design, develop, and publish emergency operations plans and standard operating guidelines. Coordinated and scheduled federal program assistance through the Federal Emergency Management Agency to develop Kentucky's Mass Casualty Incident Support Plan and Kentucky Department for Public Health's Continuity of Operations Plan.
- Designed, developed, conducted, and evaluated discussion-based and operations-based exercises to help increase emergency response capabilities at the state and local level and to ensure KDPH met applicable federal grant requirements as set forth by the Centers for Disease Control and Prevention and Office of the Assistant Secretary for Preparedness and Response.
- Supervised a CDC Field Assignee for two years to meet the goals and objectives established through coordination with the Centers for Disease Control and Prevention.
- Developed procedures and trained personnel on how to coordinate public health response activities from Kentucky's State Health Operations Center.
- Developed and submitted federal reports to document deliverables required by the Public Health Emergency Preparedness and Hospital Preparedness Program Cooperative Agreement.
- Served as the Emergency Support Function (ESF) #8 State Liaison Officer, State Health Operations Center Manager, and/or Healthcare Branch Supervisor within Kentucky's ESF #8 Incident Command System to coordinate public health and medical support for exercises, planned events and real-world incidents.

Kentucky Department for Public Health – Frankfort, KY

2007 – 2010

### *Exercise Program Coordinator*

- Designed, developed, and conducted discussion-based and operations-based exercises to ensure the Kentucky Department for Public Health met federal grant requirements as set forth by the Centers for Disease Control and Prevention and Office of the Assistant Secretary for Preparedness and Response. These exercises complied with the Homeland Security Exercise and Evaluation Program.
- Promoted the Homeland Security Exercise and Evaluation Program throughout Kentucky by scheduling and conducting training and providing assistance to personnel via telephone and onsite. Over 108 Kentucky scheduled exercises were entered into the National Exercise Calendar; 88% (95 of 108) of these exercises were from public health jurisdictions within Kentucky.
- Developed the first Multi-year Training and Exercise Plan for the Kentucky Department of Public Health and 56 local public health department jurisdictions to assist public health agencies across Kentucky train and exercise toward common goals and objectives.
- Streamlined the after action reporting process for 56 local public health department jurisdictions by creating an After Action Report/Improvement Plan template and system to document exercises and real-world events. As a result, the Kentucky Department for Public Health received 37 After Action Reports/Improvement Plans within a two-year period.
- Enhanced the ability of the Kentucky Department for Public Health's Department Operations Center to coordinate response activities for any "All Hazards Event" by developing plans and procedures, training personnel and conducting operations-based exercises. The DOC was activated in response to four real-world/multi-day events and the training and exercises contributed greatly to the effectiveness of operations.
- Coordinated and assisted state and local agencies in the design, conduct and evaluation of training and exercises to increase preparedness for a variety of All Hazards Events.
- Assisted the Louisville Metro Department of Public Health and Wellness design, conduct and evaluate a full-scale exercise to ensure they met the program requirements as required by the Centers for Disease Control and Prevention's Strategic National Stockpile Program and Cities Readiness Initiative.

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- Improved the ability of personnel within the Kentucky Department for Public Health to confirm alerts via the Health Alert Network by providing training and guidance. Assigned persons participated in over 10 tests and exercises. The last unannounced test resulted in a 92% confirmation rate.
- Effectively coordinated public health and medical services response activities as a Planning Section Chief, Operations Section Chief and Logistics Section Chief from an activated Department Operations Center in multiple exercises, planned events, and four real-world/multi-day events.

Lake Cumberland District Health Department – Somerset, KY

2003 – 2007

*Preparedness Coordinator/Public Health Services Supervisor*

- Managed the operations of the Preparedness Office for the Lake Cumberland District Health Department, which is responsible for public health preparedness in a 10-County District with a population of over 195,000 people. (June 2007 – November 2007)
- Supervised three personnel who manage public health preparedness activities to include training, communication, and planning. (June 2007 – November 2007)
- Researched and wrote comprehensive public health emergency response plans and procedures for 10 county public health centers. Each of these plans were proven effective through successful completion of full-scale exercises and over 20 actual mass vaccination clinics.
- Planned, coordinated, and conducted three full-scale exercises focusing on a community wide emergency response through coordination with over 300 response personnel from local, state and federal response agencies.
- Developed partnerships with emergency response organizations including the Christian Appalachian Project, American Red Cross, Kentucky Emergency Management, hospitals, law enforcement, schools, government agencies, emergency services, fire departments, home health agencies, and the media.

Naval School Of Health Sciences – San Diego, CA

1995 – 2001

*Instructor/Senior Instructor*

- Supervised 10 instructors and 263 adult students during a three-year period at the Preventive Medicine Technician School. On a day-to-day basis, supervised 7 staff instructors and 70 students creating an environment conducive to learning and personal growth. (1998 – 2001)
- Trained over 450 military health care personnel by delivering 1500+ hours of expert instruction in the functional areas of Epidemiology, Communicable Diseases, Mathematics, Occupational Safety and Health, Food Safety, Environmental Health, and Instructional Methods.
- Coordinated and monitored an extensive revision/update of the Preventive Medicine Technician School's curriculum including: Student Evaluation Plan, 88 Lesson Training Guides, 42 examinations, 88 PowerPoint presentations, 10 Performance Checklists, 10 Job Sheets, and 8 Performance Evaluation Forms for 13 preventive medicine courses.
- Managed the curriculum for the Independent Duty Technician School; an intensive 1 year Navy school. Updated and revised training materials to include course objectives, lesson guides, and examinations.
- Counseled personnel on career intentions, performance evaluations, and discipline issues. Wrote performance evaluations and maintained personnel records.
- Coordinated graduation ceremonies and special events.

United States Naval Medical Clinic – London, United Kingdom

1991 – 1995

*Regional Preventive Medicine Technician*

- Conducted annual Command Oversight Inspections of four U.S. Navy Medical Clinics ensuring program compliance for preventive medicine and occupational safety and health programs.
- Conducted monthly sanitation and safety inspections of 20 military and civilian facilities to include foodservice operations, childcare facilities, recreation areas, and barbershops.

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- Collected and analyzed over 20 potable water and ice samples each month to ensure water sources were free from bacteriological contamination.
- Provided direct support to the cognizant Industrial Hygienist as the Workplace Monitor by identifying and measuring potential health hazards at numerous work sites.
- Evaluated occupational safety, health and preventive medicine reports submitted by four medical clinics on a monthly and annual basis.
- Developed numerous command instructions and standard operating procedures.
- Delivered training to military/civilian personnel on food safety, HIV/AIDS, and communicable diseases.

6<sup>th</sup> Marine Expeditionary Brigade/II Marine Expeditionary Force – Camp Lejeune, NC

1988 – 1991

*Preventive Medicine Technician – Medical Plans and Intelligence*

- Researched and drafted numerous medical intelligence reports used for health planning in various military operations to include Operation Desert Shield and Operation Desert Storm.
- Researched and advised personnel of health requirements for international travel and advised military healthcare units on preventive medicine policies and procedures.
- Interpreted instructions and provided guidance to subordinate commands concerning preventive medicine.
- Trained personnel on health subjects related to operational preventive medicine and evaluated military exercises to ensure medical readiness.
- Conducted health and safety inspections of field units and foodservice facilities.
- Managed daily operations of the Medical Plans Section during the absence of the office manager.
- Evaluated and treated patients for medical conditions.
- Coordinated and scheduled Industrial Hygiene support for inspections and surveys.
- Conducted agricultural inspections of over 20 tons of gear and equipment.

Naval Regional Medical Center – Bethesda, MD

1984 – 1987

*Assistant Supply Manager*

- Managed the technical review of medical supply requisitions ensuring personnel were making authorized purchases to support a 500-bed hospital.
- Supervised military personnel and civilian shift personnel; advised military personnel on career intentions and handled personnel issues as they arose. Wrote and submitted personnel reports.
- Managed a medical stock inventory of over 300 medical items; researched and placed orders with major supply companies to purchase needed medical supplies and equipment.

Third Battalion, Eighth Marines – Camp Lejeune, NC

1982 – 1984

*Hospital Corpsman – Medical Supply Manager*

- Ordered, stocked and maintained quality control of medical supplies for a 1200-man battalion while deployed to Beirut, Lebanon and to operations throughout the United States.
- Provided medical support to the U.S. Marines by conducting medical evaluations, recommending treatment and initiating emergency treatment as needed.
- Provided health and medical support to the 3/8 Battalion Super Squad Unit; chosen for this position due to superior performance.
- Administered immunizations and prophylactic medications for disease prevention and control.
- Wrote patient care notes and maintained military medical treatment records.
- Supervised medical duty personnel ensuring constant coverage of medical treatment facility.
- Instructed members of the U.S. Marines and the Lebanese Army in first aid and field sanitation.

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Naval Hospital - Memphis, TN

1980 – 1982

*Hospital Corpsman*

- Provided medical care to patients admitted to ICU; administered medications, measured and recorded vital signs, collected specimens, applied dressings, maintained medical records, inventoried medical supplies and assisted doctors and nurses with patient care.

### HONORS AND AWARDS

- Division of Public Health Protection and Safety Leadership Award, Frankfort, KY – 2018
- Employee of the Year for the Public Health Preparedness Branch, Frankfort, KY – 2013
- Master Training Specialist, Bureau of Medicine and Surgery, Washington, DC – 1996
- Instructor of the Quarter, Naval School of Health Sciences – 1996, 1997
- Instructor of the Year, Naval School of Health Sciences, San Diego, CA. –1997
- Decorated with 22 medals and ribbons during U.S. Naval career including:
  - 3 Navy Commendation Medals – 1991, 1994, 2001
  - 3 Navy Achievement Medals – 1983, 1989, 1998
  - 5 Good Conduct Medals – 1984, 1988, 1992, 1996, 1999

### REFERENCES

- Available on request