

EMERGENCY PLANNING AND OPERATIONS COORDINATOR

GRADE 6

FRCOG

Position Purpose:

Performs professional, technical, and administrative work to implement the priorities of the Region 1 Health and Medical Coordinating Coalition (HMCC) and participates in the other areas of the Emergency Preparedness Program (FRCOG). Performs all other related work as required.

Essential Functions:

(The essential functions or duties listed below are intended only as illustrations of the various types of work that may be performed. The omission of specific statements of duties does not exclude them from the position if the work is similar, related or a logical assignment to the position.)

Specific Functions:

- Provides planning and coordination for stakeholder and coalition engagement for the Region 1 HMCC, including:
 - Identifies best practices in existing plans and across practices of all stakeholders and works to implement those best practices and to keep local and regional planning efforts aligned.
 - Works with the HMCC governing body to assess training needs and organizes trainings and exercises to benefit all sub-regions.
 - Coordinates full coalition membership meetings, conferences, and trainings and reports to HMCC governing body on progress.
 - Leads the annual HMCC planning process and works with the five disciplines to maintain HMCC plans.
 - Reports to the HMCC governing body and subcommittees on project progress.
 - Shares responsibility for the 24/7 on-call function of the HMCC and works in the HMCC or MEMA regional emergency operations center or at the Franklin County Multi-Agency Coordination Center during emergencies.
 - Facilitates and maintains relationships among partners, including orienting new members to the HMCC and participating in coordinating group meetings by discipline.
 - Creates and maintains outreach materials such as the HMCC website, newsletters, training announcements, and the contact database.
 - Develops curriculum and training materials.

General Functions:

- Provides support to the Emergency Preparedness Program as needed, which may include:
 - Assisting with planning, training, or exercises.
 - Assisting with stakeholder engagement strategizing and activities.
- Coordinates and collaborates closely with other Emergency Preparedness planners.
- Ensures that emergency planning activities improve the routine work of member communities
- Provides local municipal governments and other stakeholders in Western Massachusetts with technical assistance related to projects.
- Works with advisory groups of stakeholders to the project(s) – this may include scheduling their meetings, communicating with them through minutes, newsletters, and phone calls, to receive and incorporate their feedback.
- Assists with the development of major projects such as regional emergency coordination plans as needed.
- Works on other departmental projects as assigned.
- Performs similar or related work as required, directed or as situation dictates.

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Recommended Minimum Qualifications:

Education, Training and Experience:

Bachelors degree and five years of progressively responsible experience in stakeholder engagement and coalition building, developing and delivering educational programming, creating and producing outreach materials, and leading emergency preparedness or hazard and risk assessment planning processes. Equivalent combinations of education and experience will be considered. Background in emergency management or response for the public health and medical sector and certification in ICS 100, 200, NIMS 700, and HSEEP required within 6 months of hire.

Knowledge, Ability and Skill:

Knowledge:

Demonstrated knowledge in group facilitation and stakeholder engagement. Demonstrated knowledge of emergency preparedness principles and practices and knowledge of emergency preparedness planning for health care coalitions strongly preferred. Familiarity with the western Massachusetts community and its cultural and geographical characteristics.

Ability: Ability to plan, organize and direct the preparation of comprehensive research studies, analyze problems, prepare reports, and formulate recommendations. Ability to communicate orally and in writing effectively. Ability to establish and maintain effective working relationships with employees, local and state officials and the general public. Ability to explain technical concepts in layman's terms, comfort with reaching out to new people and organizations and establishing effective working relationships. Strong emotional intelligence; ability to manage conflict between stakeholders and governing body members. Ability to help others clarify and structure their perspective in a way that results in an actionable conclusion. Ability to assess situations, seek multiple perspectives, gather in-depth information, and synthesize information from a variety of sources to draw conclusions. Ability to work independently, problem-solve, and take initiative.

Skills: Excellent written and verbal communication skills. Strong technical writing and presentation skills. proficient computer skills including contact database management. Strong interpersonal skills. Excellent organizational skills.

Physical Requirements:

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

This position is regularly required to walk, stand, sit, talk, and hear; handles, feels or operates objects or controls, and reach with hands and arms as in picking up paper, files, and other common office objects. Employee may occasionally lift and/or move objects weighing up to 50 pounds. Vision and hearing at or correctable to normal ranges.

Supervision:

Supervision Scope: Performs complex and responsible duties requiring initiative and independent judgment in the planning, administration and execution of the HMCC programs and EPP services.

Supervision Received: Works under the direction of the Program Manager I (Regional Preparedness).

Supervision Given: None.

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Job Environment:

- Work is performed under typical office setting, with some work conducted in the field with exposure to various weather conditions; work environment is moderately noisy, and requires some evening and/or weekend hours.
- Operates computer, telephone, copier, facsimile machine, and other standard office equipment.
- Makes frequent contact with health care workers; municipal, state and federal representatives; elected officials; coalitions and work groups; and regional planning agencies. Contacts are in person, by phone, email and in writing and via various group meetings, hearings, and other events.
- Has limited access to confidential and/or sensitive information related to finances or projects.
- Errors in judgment could result in delays or loss of service.

This job description does not constitute an employment agreement between the employer and employee and is subject to change by the employer as the needs of the employer and requirements of the job change.