

Simcoe Muskoka District Health Unit  
**POSITION DESCRIPTION**

<b>POSITION TITLE: EMERGENCY MANAGEMENT COORDINATOR</b>	<b>POSITION NUMBER:</b>
<b>SERVICE AREA:</b> Health Protection	<b>PROGRAM AREA:</b> Emergency Management / Health Hazards
<b>REPORTS TO:</b> Program Manager, Emergency Management	<b>REVIEW DATE:</b> May 10, 2006
<b>PURPOSE OF POSITION:</b> To provide leadership, consultation and coordination for emergency management programming including prevention, mitigation, planning, preparedness, response and recovery, to health unit staff. This includes establishing and maintaining networks with municipal and agency emergency management personnel to ensure the roles and responsibilities of Public Health is clearly understood and integrated into their planning and response.	
<b>POSITION SKILLS &amp; COMPETENCIES REQUIRED:</b>	
<p><b>Education:</b> Baccalaureate Degree with preparation in public health, or equivalent, AND certification as a Public Health Inspector in Canada.</p> <p><b>Related experience:</b> 3-5 year's relevant experience, including emergency planning &amp; implementation.</p> <p><b>Specific knowledge, skills, abilities:</b></p> <ul style="list-style-type: none"> <li>• Advanced knowledge, including experience related to the application of federal and provincial emergency management legislation</li> <li>• Advanced and up-to-date knowledge of components of emergency management including emergency management models</li> <li>• Advanced emergency planning and evaluation skills, including needs and risk assessment, continuity and recovery planning</li> <li>• Advanced knowledge and experience in risk assessment, risk management and risk communication</li> <li>• Advanced decision-making skills</li> <li>• Advanced oral and written communication skills</li> <li>• Advanced interpersonal communication skills including strong negotiation, collaboration and facilitation skills</li> <li>• Intermediate understanding of community emergency management and control structures, and incident management systems</li> <li>• Intermediate organization and time management skills, priority setting skills, flexibility</li> <li>• Intermediate knowledge &amp; understanding of geographic, demographic and political characteristics of Simcoe County and Muskoka District, including community emergency management programs</li> <li>• Intermediate computer skills in Microsoft Word, Excel, PowerPoint, Outlook</li> <li>• Diplomacy and political astuteness</li> <li>• Valid driver's license and reliable vehicle or the ability to travel in a timely and efficient manner to locations within and outside the health unit district</li> <li>• Able to work independently within established parameters and to function effectively as a member of a team with colleagues and community partners</li> </ul>	
<b>KEY AREAS OF RESPONSIBILITY (ACCOUNTABILITY):</b>	
<p><b>Lead and support Agency's emergency management program planning, implementation and evaluation, focusing on the five components of emergency management (mitigation, prevention, preparedness, response and recovery)</b></p> <ul style="list-style-type: none"> <li>• Reviews, revises and updates emergency response plan</li> <li>• Provides resources for staff orientation on agency emergency management and staff responsibilities in</li> </ul>	

**Ave. % of time: 25%**

**KEY AREAS OF RESPONSIBILITY (ACCOUNTABILITY) Continued:**

- the event of an emergency
- Provides emergency management training and education to agency staff (i.e. table top exercise, staff orientation to basic emergency management, core competencies for teams/service areas, fan out testing)
- Tests and maintain emergency response resources (i.e. EOC Kits, analogue phones and direct telephone lines, hand-cranked radios)
- Develops operational and strategic plans and conduct annual evaluation of program delivery (in consultation with manager)

**Liaise with municipalities with respect to emergency management planning**

**Ave. % of time: 25%**

- Provides input related to MOH responsibilities
- Provides updates related to after hours contact information
- Assists with incident specific response planning
- Maintains active membership in municipal planning and program development committees
- Attends municipal meetings related to emergency planning and response
- Reviews municipal emergency response plans, ensure that the role of the health unit is accurately identified
- Maintains pertinent municipal resource and contact information

**Liaise with community agencies to share public health role and expertise**

**Ave. % of time: 25%**

- Coordinates with Red Cross, Social Services and school boards related to shelter management and assessment
- Liaises with hospitals, EMS, Police, Fire and other community agencies to integrate and co-ordinate communication protocols and to identify Agency roles (i.e. CBRN response)
- Develops Memorandum's of Understanding/agreements with external emergency responders
- Sits on partnership/planning committees

**Provide leadership to the Senior PHI team**

**Ave. % of time: 15%**

- Ensures contact information and resource kit is current
- Identifies, assess training needs and facilitate training related to after hours response
- Develops on-call Policy and Procedures in consultation with Program Manager

**Research related to emergency management trends and legislation**

**Ave. % of time: 10%**

- Maintains awareness of emergency management legislation, trends and research
- Attends Emergency Management conferences and training sessions
- Maintains an awareness and understanding of emergency response equipment /technology
- Develops and implements program standards, protocols and/or guidelines , in consultation with the Program Manager, which reflect legislative or regulatory requirements, professional standards and expectations

**Emergency Management Functions as an integral part of a 24/7 emergency response team**

- Provides coverage on a weekly basis for after hours response to urgent issues and emergencies
- May act as an Agency representative at EOC and site command centres
- Receives notification through an answering service, triages calls, responds, refers, consults as necessary
- When on call, the Emergency Management Coordinator is the first line of response in the event of an emergency
- Contributes to Agency goals for emergency management and response

**KEY AREAS OF RESPONSIBILITY (ACCOUNTABILITY) Continued ...**

**Contribute to team and agency effectiveness**

- Works collaboratively as a member of the team; contributes to positive team functioning
- Assists service, program and functional units in carrying out their mandates
- Demonstrates commitment to, and functions in a way that is consistent with, the agency mission, vision, values and strategic directions
- Respects and ensures confidentiality in all work performed on behalf of the agency
- Demonstrates a strong customer service focus in dealing both internally and externally
- Participates on agency-related committees as assigned
- Understands the need to become redeployed and/or reassigned as part of the public health response to an emergency or natural disaster

*Management has the right to change position requirements from time to time as Agency conditions dictate.*

**CONTACTS & COMMUNICATION:**

**Internal:** Program Managers, Agency Directors, MOH/AMOH, Executive Committee, directors, managers, senior PHI's, program and administrative staff

**External:** Ministry of Safety & Correctional Services (Emergency Management Ontario), numerous Municipal Emergency Management Coordinators, County/District Emergency Management Coordinators, GTA and Central & Northern Ontario health units, Fire representative, Police representative, Social Services, External Ministries (MOE, MOHLTC, OMAFRA), external organizations e.g. Red Cross, Board of Education, Salvation Army.

**RESPONSIBILITY FOR RESOURCES:**

**Staff:** Provide functional advice and guidance to staff regarding emergency management activities.

**Financial:** N/A

**Information:** Creates/develops orientation training modules canned orientation presentations, emergency response fact sheets. Electronic collection/filing of emergency response journals/documents/resources. Coordinates and provides input into the design of information/contact databases (CISS database, emergency management database information), checklists, intranet resource databases.

**Materials & Equipment:** Maintains/ensures inventory of EOC Kits, production of fan-out lists, activity /action logs, Senior PHI resources; storage and maintenance of emergency response kits, EOC map sets. Responsible for relevant external resources (municipal emergency response plans, collect, maintain a list of equipment/services or resources available from other agencies or private organizations). Maintenance of on-call pager, ensure the provision of adequate health & safety equipment, conducts testing of EOC/emergency phone line, analogue phones, and radios. Initiates and recommends equipment requisitions for Manager's approval.

**EFFORT REQUIRED:**

**Mental:**

- Considerable attention to detail/audio concentration during meetings, teleconferences, phone conversations
- Considerable attention to detail/visual concentration for computer work, assessment & review of municipal plans, reading documents/journals/ legislation/reports
- High volume of work with interruptions from multi-agency & multi-service interactions
- Considerable analysis required for risk assessments, needs assessments, legal mandate. Must always be up-to-date with emergency trends and technologies
- Expected to handle potential emergency crisis situation, calmly and confidently.

**Physical:**

- Limited lifting/moving e.g. on-call kits/resources; light weight (up to 20 pounds)
- Limited confined sitting at computer and in meetings
- Moderate manual dexterity for computer work/keyboarding

**WORKING CONDITIONS SPECIFIC TO POSITION:**

- Standard office environment. Work is performed at health unit office or off-site offices/off-site operations
- Moderate travel is required to attend meetings
- Moderate overtime is required for evening/weekend work

Note: May provide direct site response (i.e. food, water, health hazards) in the event of an emergency

I have read the Position Description and understand the duties and responsibilities as assigned.

**EMPLOYEE'S SIGNATURE:** \_\_\_\_\_ **DATE:** \_\_\_\_\_

**MANAGER'S SIGNATURE:** \_\_\_\_\_ **DATE:** \_\_\_\_\_

*Position Approvals:*

**DIRECTOR'S SIGNATURE:** \_\_\_\_\_ **DATE:** \_\_\_\_\_

Director Health Protection Service

**MOH/CEO SIGNATURE:**     **Original document signed by Dr. Charles Gardner, MOH**

**DATE:** \_\_\_\_\_

**POSITION HISTORY:** Nov. 2//06 – Minor modifications were made to Position Description as a result of the Job Evaluation Committee review of all agency non-union positions, including reconsideration requests.

May 06