



## POSITION DESCRIPTION

<b>POSITION TITLE:</b>	MANAGER – DISASTER MANAGEMENT
<b>DEPARTMENT:</b>	DISASTER MANAGEMENT/SECURITY SERVICES
<b>CLASSIFICATION:</b>	
<b>UNION:</b>	OUT OF SCOPE

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## REPORTING RELATIONSHIPS

<b>POSITION REPORTS TO:</b>	REGIONAL LEAD CORPORATE SERVICES & CHIEF FINANCIAL OFFICER
<b>POSITIONS SUPERVISED:</b>	COORDINATOR – DISASTER MANAGEMENT

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## POSITION SUMMARY

Reporting to the Regional Lead Corporate Services & Chief Financial Officer, the Manager - Disaster Management is responsible for the development, implementation and evaluation of an integrated, accessible, and sustainable disaster management & security services program.

The Manager – Disaster Management is responsible for regional contracted security services and works collaboratively with both internal and external stakeholders.

As part of the Interlake-Eastern Regional Leadership Team, the Manager – Disaster Management participates in regional planning, standards and procedure development. The incumbent will build mutual trust, respect, and cooperation among team members.

The position of Manager – Disaster Management functions in a manner consistent with and supports, the mission, vision and values of the Interlake-Eastern Regional Health Authority (IERHA).

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## ESSENTIAL FUNCTIONS AND DUTIES

Function and duties include but are not limited to the following:

- Develops, implements, and evaluates strategies to achieve the overall goal of an integrated and accessible Disaster Management Program for the health region.

- Integrates the Disaster Management Program into all other health services and programs throughout the region.
- Develops, implements, and evaluates coordinated Disaster Management components that includes all IERHA programs, services and facilities; community, external agencies, all levels of government, non-government agencies, and other Regional Health Authorities.
- Leads the development and revisions process for the Disaster Management Guidelines on an ongoing basis.
- Works collaboratively with Facility's Management regarding the development and revisions process for the fire safety program on an ongoing basis.
- Responsible for the development, compliance, and monitoring of the IERHA Disaster Management policies, procedures, objectives, and standards for quality improvement and safety.
- Ensures compliance with applicable legislation and regulations including all Canadian Safety Association Standards.
- Develops policies and procedures for the IERHA Disaster Management Program.
- Develops, implements and provides reports regarding Disaster Management specifically utilization, quality improvement, and risk management activities.
- Provides guidance and direction to staff as required during disaster incidents.
- Consults and acts as a resource to others programs within the region on Disaster Management related matters.
- Consults with external agencies in order to determine their capabilities in the event of a disaster.
- Directs disaster management activities for all programs and services as required.
- Maintains liaisons with internal programs and services and external agencies to contribute to disaster plan development and response coordination.
- Allocates human, financial, and space resources to meet the needs of the Disaster Management Program during disaster operations.
- Collaborates with internal programs and external agencies to prepare and analyze damage assessments following disasters and emergencies.
- Prepares and submits an annual disaster management budget and maintains budgetary control.
- Analyzes financial trends and formulates an action plan to effectively correct deviation from the disaster management budget.
- Recommends capital equipment to ensure the region is prepared for disasters.
- Participates in the development of the IERHA strategic and tactical plans and standards for disaster and emergency response.
- Participates in product and equipment evaluation and monitoring.
- Provides effective and efficient management of human resources, including the coaching and mentorship of all IERHA employees during disaster operations.
- Consults with the Vice President of Human Resources or designate regarding the utilization of IERHA employees during disaster and emergency operations.
- Directs the functions and operations of disaster management projects.
- Directs the planning and implementation of a standardized information system for the Disaster Management Programs, both internally for the IERHA and externally with our community stakeholders, external agencies, all levels of government, non-government agencies, and other Regional Health Authorities.
- Keeps current on developments within the disaster management program both internally and externally.

- Attend meetings, conferences, and workshops related to disaster management in order to learn new information and to develop working relationships with other disaster management leaders and organizations.
- Directs ongoing hazard and risk assessment activities to ensure the IERHA is prepared to respond appropriately to emerging and changing threats.
- Plans and designs table top, drills and full scale exercises for the organization.
- Conducts disaster exercise activities as required.
- Analyzes exercises for gaps and potential problems and implements overall improvement strategies for the disaster management programs.
- Prepares and provides reports and correspondence regarding disaster exercises and incidents and maintains records of same.
- Provides education and orientation sessions for staff, as required.
- Participates in organizational development activities, as required.
- Participate in an on-call Disaster Duty Officer (DDO) rotation.
- Responds to disaster and emergency incidents, as required.
- Has full authority to activate any and all components of the Disaster Management Program.
- Conducts regular reviews and assessments of site-based security needs and risks and advises the Regional Lead Corporate Services & CFO on current and future requirements.
- Represents the region on provincial security reviews and shared service tender and contract negotiations.
- Provides site based supervision and review of security purchased service contracts, including post orders, code response protocols, required security officer training and qualifications, etc.
- Advises the Regional Lead Corporate Services & CFO on security contract negotiations, tenders and renewals.
- Is responsible to manage the security program.
- Is actively involved in security staffing and deployment.
- Engages with all staff working in the security program on a regular basis.
- Manages security related policies and procedures.
- Ensures compliance with industry standards, regulatory requirements, and the appropriate application of security guidelines and post orders.
- Identify, collect, and evaluate security analytics to make evidence-based decisions.
- Works collaboratively with external security services contractors regarding onsite security services provision.
- Works collaboratively with internal and external stakeholders to develop post orders for security services provision.
- Works with other partner organizations to assist with the development of security services onsite.
- Pursuant to the Regional Health Authority Act, Interlake-Eastern RHA is designated bilingual (English/ French). Accordingly, all employees accept the responsibility to support clients in their official language of choice.

**OTHER**

- Performs other duties as assigned.
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## **QUALIFICATIONS**

### **EDUCATION/CERTIFICATION:**

- Certificate in Disaster Management related field required.
- Certificate in Security Services – preferred.

### **REQUIRED KNOWLEDGE:**

- Broad knowledge and understanding of Disaster Management required.
- Familiarity with the administrative and legislative processes affecting disaster management.
- Familiarity with healthcare facility security services and contracts.
- Knowledge of disaster management process/procedures.
- Demonstrated knowledge of communications systems, strategies, and radio systems required.
- Knowledge of computer systems and current and related software applications required.

### **EXPERIENCE REQUIRED:**

- Minimum 5 years management/leadership experience preferably in Health Care is required.
- Minimum 5 years management/leadership experience in Disaster Management is required.

### **SKILLS/COMPETENCIES:**

- Strong organizational, interpersonal, problem solving, verbal, and written communication skills required.
- Demonstrated ability to establish and maintain positive working relationships within a multi-disciplinary environment including external agencies and communities required.
- Demonstrated managerial/leadership ability with solid management, communication, organization and analytical skills required.
- Ability to work positively in stressful situations.
- Valid Manitoba Class 4 Drivers License required.
- Mental and physical ability to meet the demands of the position.
- Given the cultural diversity of our region, the ability to communicate in more than one language would be considered an asset.
- Proficiency of both official languages is essential for target and designated bilingual positions.
- Completes and maintains a satisfactory pre-employment security check.
- Satisfactory employment record.

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### **WORK CONDITIONS**

- The incumbent functions autonomously on a day-to-day basis and manages assigned duties accordingly.
  - Will be required to travel throughout the region as duties may require.
  - No hazardous or significantly unpleasant conditions.
  - All health care workers are required to be immunized as a condition of employment in accordance with the Interlake-Eastern RHA Policy GA-13-P-110 Required Immunizations for Health Care Workers.
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**WORKPLACE SAFETY AND HEALTH**

The incumbent contributes to making the organization safe for patients, residents and staff and recognizes the importance of reporting unsafe situations and participating in follow up reviews as a learning opportunity.

- Provides a safe environment by ensuring adherences to Workplace Safety and Health Regulations and Policies, Infection Control Guidelines, WHMIS and Safe Work Procedures. Immediately investigates and recommends corrective action on any unsafe acts, work conditions, incidents, near misses, injuries or illnesses.
- Demonstrates understanding of role and responsibilities disaster preparedness and participates in safety and health training programs including the health facility’s Disaster and Evacuation Plan.

**PATIENT SAFETY**

- Ensures patient safety and patient safety activities are emphasized throughout orientation, training and ongoing performance evaluation and mentoring. Supports an environment which avoids, prevents and corrects all activities or actions which may result in an adverse outcome in the delivery of health care services. Patient safety is a standing item for all individual and departmental meetings.

Created: September, 2015  
Date

Revised: November, 2020  
Date

Approved by: \_\_\_\_\_  
Regional Manager/ Supervisor Date

Approved by: \_\_\_\_\_  
Vice President/ CEO Date

Reviewed by: \_\_\_\_\_  
Vice President, Human Resources Date

*Position descriptions assist organizations in ensuring that the hiring process is fairly administered and that qualified employees are selected. They are also essential to an effective appraisal system and related promotion, transfer, layoff, and termination decisions. Well constructed job descriptions are an integral part of any effective compensation system.*

*All descriptions have been reviewed to ensure that only essential functions and basic duties have been included. Peripheral tasks, only incidentally related to each position, have been excluded. Requirements, skills and abilities included have been determined to be the minimal standards required to successfully perform the position. In no instance, however, should the duties, responsibilities, and requirements delineated be interpreted as all inclusive. Additional functions and requirements may be assigned by supervisors as deemed appropriate.*