



POSITION DESCRIPTION

POSITION TITLE: COORDINATOR – DISASTER MANAGEMENT

DEPARTMENT: DISASTER MANAGEMENT

CLASSIFICATION:

UNION: OUT OF SCOPE

REPORTING RELATIONSHIPS

POSITION REPORTS TO: MANAGER – DISASTER MANAGEMENT

POSITIONS SUPERVISED: NOT APPLICABLE

POSITION SUMMARY

Under the direction of the Manager - Disaster Management, with some independent action, will conduct regional health authority disaster planning and preparedness, including but not limited to the development, implementation, testing and revision of the disaster management program.

The Coordinator - Disaster Management prepares reports, delivers presentations, delivers education and awareness programs; and assists with the development of an annual Disaster Strategic plan. In collaboration with the Manager - Disaster Management, this position has the authority to operationalize and manage Interlake-Eastern Regional Health Authority (IERHA) disaster operations.

As part of the IERHA Disaster Management Team, the Coordinator - Disaster Management participates in regional planning, standards and procedure development. The incumbent will build mutual trust, respect, and cooperation among team members and the IERHA as a whole.

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

ESSENTIAL FUNCTIONS AND DUTIES

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

- Participates in the development, implementation, and evaluation of strategies to achieve the overall goal of an integrated and accessible Disaster Management Program for the IERHA.
- Participates in the integration of the Disaster Management Program into all other health services and programs throughout the region.
- Participates in the development, implementation, and evaluation of a coordinated emergency response/ disaster management plan that includes all IERHA programs, services and facilities; community, external agencies, all levels of government, non-government agencies, and other Regional Health Authorities.
- Participates in the development and revisions of disaster manuals on an ongoing basis.
- Participates in the development of policies and procedures for the IERHA Disaster Management Program.
- Participates in the development, implementation and reporting of Disaster Management specific utilization, quality improvement, and risk management activities.
- Provides guidance and direction to staff as required during disaster events.
- 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.
- Manages disaster management activities for all programs and services as required.
- Maintains liaisons with internal programs and services and external agencies to contribute to 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.
- Recommends capital equipment to ensure the region is prepared for disasters.
- Provides input into the development of the IERHA strategic and tactical plan and standards.
- 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.
- Participates in the planning and implementation of a standardized information system for the Disaster Management Program 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.
- 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.
- Conducts ongoing hazard and risk assessment program to ensure the IERHA is prepared to respond appropriately to emerging and changing threats.
- Participates in the design of table top, drills and full scale exercises for the organization
- Conducts disaster exercise activities, as required.
- Conducts reviews of both internal and external exercises for gaps and potential problems and makes recommendations for the overall improvement of the disaster management program.

- Provides education and orientation sessions for staff, as required.
- Participate in an on-call Disaster Duty Officer (DDO) rotation.
- Participates in organizational development activities, as required.
- Responds to disaster and emergency events, as required.
- Has full authority to activate any and all components of the disaster management program.
- Acts in the capacity of the designate of the Manager - Disaster Management & Security Services as required.
- Works collaboratively with external security services contractors regarding onsite security services provision as required.
- Pursuant to the Regional Health Authority Act, IERHA 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 preferred.
- Education and licensure as a paramedic preferred.
- 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.
- 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 3 years management/ leadership experience preferably in Health Care is required.
- Minimum 3 years management/ leadership experience in Disaster Management is preferred.

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 clients 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 the adherence to Workplace Safety and Health regulations and Policies and Infection Control Guidelines. Obeys all safety and health rules and follows recommended Safe Work Procedures. Informs supervisor of any unsafe acts, work conditions, incidents, near misses, injuries or illnesses immediately.
- Demonstrates a working knowledge of Workplace Hazardous Materials Information Systems (WHMIS) and adheres to procedures for handling and storing controlled substances as described in the Material Safety Data Sheets (MSDS). Uses personal protective equipment as required.
- Demonstrates understanding of role and responsibilities in fire prevention and disaster preparedness and participates in safety and health training programs including the health facility's Fire, Disaster and Evacuation Plan.

PATIENT SAFETY

- Participates in and demonstrates an understanding of patient safety principles and practices into all day to day activities. Follows all safe work practices and procedures and immediately communicates any activity or action which may constitute a risk to patient safety.

Created: September, 2015
Date

Revised: November, 2020
Date

Approved by: _____
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.