

**SEVEN MOUNTAINS
EMERGENCY
MEDICAL SERVICES
COUNCIL, INC.**



EMERGENCY PREPAREDNESS SPECIALIST

This position is one of six similar positions being created by the PA Department of Health, Office of Public Health Preparedness. They are federally funded and are being placed within each of the six Public Health Districts. Seven Mountains Emergency Preparedness Specialist (EPS) will coordinate activities throughout the Northcentral Health District (Williamsport, PA) which encompasses the following counties: Bradford, Cameron, Centre, Clinton, Columbia, Lycoming, Montour, Northumberland, Potter, Snyder, Sullivan, Tioga, and Union. Although this will be his/her primary area; the individual selected will work closely with the other five EPSs in the Commonwealth-wide planning & response efforts.

The Emergency Preparedness Specialist will be responsible for the planning, development and coordination of specialized activities (emphasizing EMS and Public Health) to include, but not limited to, EMS communications, recruitment and training of volunteers for disaster response, and disaster planning and/or possible response. The Specialist will collaborate with the PA Dept. of Health Bureau of EMS, Public Health Offices and Office of Public Health Preparedness; Regional EMS Councils; Emergency Management Agency; Regional Task Forces; and others to accomplish the goals of this position.

The successful candidate will be a full time employee of the Seven Mountains EMS Council, Inc. which holds a grant from the PA Department of Health, to coordinate EMS activities throughout a four county area of Central PA. Seven Mountains EMS Council offers a competitive wage and benefit package and is an equal opportunity employer. It is anticipated that the successful candidate will start early to mid October.

Candidates wishing to apply can submit their resume and cover letter to:

Executive Director
Seven Mountains EMS Council
523 Dell Street
Bellefonte, PA 16823

Applications will be accepted until a successful candidate is chosen. For additional information, please contact the Council office, as indicated below.

Seven Mountains EMS Council Position Description

Position Title: Emergency Preparedness Specialist
Reports To: Executive Director
Prepared By: Tim Nilson
Approved By: Executive Board

Date: August 28, 2009
Date:

Primary Function: Under the direction of the Council Executive Board, through the Executive Director, the Emergency Preparedness Specialist will have primary responsibility for coordinating and executing Council activities in the field of emergency services and disaster planning, response and recovery throughout the geographic area assigned by the Department of Health.

This position has a FLSA classification of Exempt Administrative and is responsible for the supervision of emergency preparedness personnel, including but not limited to EMS Strike Teams, during deployment whether exercises, drills, or actual events.

Duties and Responsibilities:

- Provides guidance and assistance to hospital staff, Local & County EMA, and others for the purpose of educating & planning for, response to, and mitigation & recovery from local, regional, or statewide disasters.
- Prepares EMS disaster response & recovery plan(s) to include: EMS needs, resource allocation, quality assurance, and integration/coordination with non-EMS agencies.
- Prepares written reports and assists in policy making decisions concerning disasters.
- Provides leadership and supports program implementation, evaluates existing programs or systems, and assists in the development of grants and contracts.
- Represents the Department of Health and Seven Mountains at local, regional, and state meetings for the purpose of assuring consistency of program implementation.
- Develops and establishes program procedures and policies to ensure compliance with state and federal laws, regulations, and policies.
- Manages specific databases relevant to disaster planning to include equipment and personnel assets for regional or statewide disaster response and recovery.
- Analyzes data and information regarding disaster response and recovery.
- Plans, coordinates and conducts analytical studies; prepares surveys and deficiency reports which identify differences between disaster response plans.
- Develops, organizes and conducts specialized training programs on disaster planning, response and recovery.
- Prepares correspondence and reports pertaining to disaster planning, response and recovery for the Department of Health and/or Seven Mountains EMS Council.
- Performs other duties as required and/or assigned by the Executive Director.

Qualification Requirements:

Education/Experience:

-High school diploma or general education degree (GED) with a minimum of two years professional experience in EMS/ Disaster planning, development, evaluation or operation is required; baccalaureate degree in a related discipline preferred.

-Applicant must demonstrate a history of self-starting initiative, administrative ability and communications skills.

-Applicant must demonstrate the ability to use a personal computer to perform tasks such as word processing, data entry, electronic mail, and other basic business applications.

-Applicant must have sufficient background in emergency services, including EMS, to perform the job functions which include conducting educational programs in disaster planning, response, and recovery.

Language Skills:

- Effectively communicate, verbally and in writing, using the English language.
- Ability to write and/or understand technical reports and materials.
- Ability to express ideas clearly & concisely, orally and in writing.
- Ability to prepare accurate and informative reports containing findings, conclusions, and recommendations.
- Ability to represent Seven Mountains and the Department of Health in a competent, professional manner before applicable agencies, vendors, and stakeholders.

Certificates, Licenses:

- Valid PA driver's license with good driving record & reliable transportation.

Other Skills and Abilities:

- Ability to establish & maintain effective working relationships with individuals, public and private groups.
- Ability to travel to conduct on-site surveys, studies and investigations; identify & address priorities; and manage multiple projects simultaneously.
- Ability to plan, coordinate and conduct analytical studies, surveys and reports in the assigned specialty area.
- Knowledge of federal, state, and local laws, procedures, and regulations impacting EMS programs and disaster planning, response, and recovery.
- Knowledge of educational techniques, tools, and materials for use within EMS & disaster planning courses/programs.
- Knowledge of principles and methods applicable to collecting, reviewing and analyzing data.

Physical Demands*:

While performing the duties of this job, the employee is regularly required to stand, walk, sit, and talk or hear. The employee is occasionally required to reach with hands and arms and stoop, kneel, or crouch. The employee must frequently lift, move, and/or carry up to 50 pounds and occasionally up to 80 pounds; and occasionally push/pull up to 100 pounds. Specific vision abilities for this job include close vision, ability to adjust focus, and ability to withstand extended use of Video Display Terminals. The employee is often required to meet deadlines and/or make decisions with time constraints and occasionally while interacting with the public in addition to meeting multiple demands from several people. Travel frequently within the assigned area and occasionally across the Commonwealth.

Work Environment*:

While performing the duties of this job, the employee regularly works indoors and will occasionally work outdoors with regular travel within the assigned area & Commonwealth. The noise level in the work environment is usually low to moderate. Basic work schedule is 8:30 am till 4:30 pm, Monday through Friday. The Emergency Preparedness Specialist will, with some frequency, have evening and/or weekend functions/duties for which compensatory time is provided.

*The characteristics/demands described here are representative of those that the employee will normally encounter/need to meet to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

The information contained in this job description is for compliance with the American with Disabilities Act (A.D.A.) and is not an exhaustive list of the duties performed for this position. Additional duties are performed by the individual currently holding this position and additional duties may be assigned.

Seven Mountains EMS Council is an equal opportunity employer and does not discriminate on the basis of race, color, national origin, sex, age, and disability.