

## **Disaster Coordinator**

### **Job Summary:**

In conjunction with the Director of Facilities Management & Safety ensures the development, implementation and monitoring of the required safety management plans including but not limited to those related to emergency preparedness, in accordance with JCAHO, CMS, DHS, and OSHA standards, as well as the requirements of Title 22, and CCALAC participation requirements .

### **Essential Job Duties:**

- In conjunction with the Director of Facilities Management & Safety ensures the development, implementation and monitoring of the required safety management plans including but not limited to those related to emergency preparedness, in accordance with JCAHO, CMS, DHS, and OSHA standards, as well as the requirements of Title 22, and CCALAC participation requirements.
- Responsible for the ongoing implementation of the Emergency preparedness Plan: Partner with umbrella hospitals, clinics, providers, and county to develop systems for mutual aid for bed capacity, staffing, business continuity planning, community outreach Committee, and other resources.
- Develop and maintain the Disaster Response team and training and ensures manpower available to set up surge and decontamination tents, implement at least one bio-terrorism disaster exercise a year.
- Participate in County programs to develop other programs and implement education and training programs for health care professionals responding to terrorist incidents.
- In conjunction with the Director of Facilities Management & Safety coordinates the hospital's emergency preparedness activities and disaster plan, including required disaster drills, ensuring the facility's readiness for CMS and internal / external disasters.
- Serves on committees such as Environment of Care, Infection Control, Disaster Preparedness and PI. Committee, Responsible for implementation of NIMS 17 elements for hospitals, and Attends 100% of the DRC umbrella meetings and reports to the EOC Committee on a monthly basis.

### **Education/Experience:**

- *High School graduate or equivalent.*\_
- Two to three years of clerical experience required. \_ \_
- Ability to use MS Power Point, Word and Excel required, including the ability to sort data, input excel formulas and create tables and graphs. \_

**Licensure/Certifications:**

- *IS-100HC, IS-200, IS 700, IS 800. For Healthcare Certifications.*

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