



POSITION DESCRIPTION

POSITION TITLE: Disaster Management -
Specialist

DEPARTMENT: Disaster Management

CLASSIFICATION: Management

APPROVED BY: Regional Lead – Human
Resources

UNION: Out of Scope

DATE APPROVED: September 17, 2019

REPORTING RELATIONSHIPS

POSITION REPORTS TO: Director – Support Services

POSITIONS SUPERVISED: None

POSITION PURPOSE

This position supports the ongoing development of the Southern Health-Santé Sud Disaster Management program with particular attention to developing and reviewing emergency response plans. The work involves research and analysis of best practice, emergency response continuity standards and, development of education and training material. The position involves coordination and collaboration with the Director – Support Services.

The incumbent exercises the appropriate high level of initiative and independent judgment in determining work priorities, work methods to be employed and action to be taken on unusual matters. The position functions in a manner that is consistent with the mission, vision and values; and the policies of Southern Health-Santé Sud.

ESSENTIAL FUNCTIONS AND BASIC DUTIES

Duties and functions include but are not limited to the following:

- Works in partnership with the Director – Support Services to develop and review emergency response color codes according to best practice and standards.
- Conducts research, performs analysis and inputs data.
- Assists in developing and maintaining education and training material.
- Plans, organizes, coordinates, and manages assigned work.
- Contributes to making the organization safe for patients, residents, clients and staff, and recognizes the importance of reporting unsafe situations and participating in follow up reviews as a learning opportunity.

- Pursuant to the Regional Health Authority Act, Southern Health-Santé Sud is designated bilingual (English/French). Accordingly, all employees accept responsibility to support clients in their official language of choice.
- Performs other duties as assigned.

RESPONSIBILITIES AND ACCOUNTABILITIES ARE ASSIGNED IN BROAD ORGANIZATIONAL OBJECTIVES. THE POSITION IS SUBJECT TO REVIEW OF GENERAL EFFECTIVENESS AND ATTAINMENT OF OBJECTIVES THROUGH PERFORMANCE MEASUREMENTS.

PERFORMANCE MEASUREMENTS

1. Achievement of defined goals.

QUALIFICATIONS

EDUCATION/CERTIFICATION:

- Technical Certificate in Emergency Management.
- Equivalent combination of education | training | experience may be considered.

KNOWLEDGE REQUIRED:

- Knowledge of the healthcare system in Manitoba.
- Knowledge of provincial hazards, risks and vulnerabilities.
- Knowledge of applicable standards.
- Knowledge and understanding of applicable Acts and Regulations.
- Knowledge and proficiency with Microsoft Office Suite applications such as Word, Excel, PowerPoint and Outlook.

EXPERIENCE REQUIRED:

- Two (2) years' experience related to the development and education on emergency codes.

SKILLS/COMPETENCIES/CONDITIONS OF EMPLOYMENT:

- Demonstrated ability to function independently and as a strong team player and work in a team environment.
- Demonstrated ability to plan, organize, and communicate with effectiveness.
- Demonstrated excellent written and oral communication skills.
- Given the cultural diversity of our region, the ability to respect and promote a culturally diverse population is required.
- Proficiency of both official languages is essential for target and designated bilingual positions.
- Demonstrated ability to respect confidentiality including paper, electronic formats and other mediums.
- Demonstrated ability to meet the physical and mental demands of the job.
- Good work and attendance record.
- Completes and maintains a satisfactory Criminal Record Check, Vulnerable Sector Search, Adult Abuse Registry Check and Child Abuse Registry Check, as appropriate.
- All Health Care Workers are required to be immunized as a condition of employment in accordance with Southern Health-Santé Sud policy.
- Requires a valid Class 5 driver's license, an all purpose insured vehicle and liability insurance of at least \$1,000,000.00.

WORK CONDITIONS:

- No hazardous or significantly unpleasant conditions.
 - May work occasionally evenings and weekends as necessary.
 - Will be required to travel to other regional facilities as the position duties may require.
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SALARY SCALE:

As per Out of Scope Salary Scale

Job 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.