



POSITION DESCRIPTION

POSITION TITLE: Emergency Preparedness Specialist **DEPARTMENT:** SUPPORT SERVICES

CLASSIFICATION: MANAGEMENT

APPROVED BY: Regional Lead- Corporate Services and Chief Financial Officers

UNION: NON-UNION

DATE APPROVED: October 31, 2024

REPORTING RELATIONSHIPS

POSITION REPORTS TO: DIRECTOR – SUPPORT SERVICES

POSITIONS SUPERVISED: PROJECT RELATED RESOURCES

POSITION PURPOSE

The Emergency Preparedness Specialist plays a pivotal role in assisting in the developing, standardizing, and maintaining a robust emergency preparedness program tailored to the needs of our health system, programs, sites and facilities. This role involves collaborative, creation and maintenance of comprehensive contingency plans, support materials, exercises and education to allow confident and capable response to threats and events.

The Emergency Preparedness Specialist will proactively identify and assist with implementation of mitigation strategies, provide assistance with exercises and education, and assess the effectiveness of training programs. Acting as a key advisor, this role will support Southern Health-Santé Sud's response to various disaster events, offering expert guidance when needed.

The incumbent will exercise 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:

- Functions as a professional resource in matters relating to emergency preparedness for all staff including affiliates of Southern Health-Santé Sud.

- Develops and implements a comprehensive, integrated all hazards regional plan to assist staff and leadership to respond to various events
 - Completes Hazard, Risk and Vulnerability Assessments on facilities with leadership and reviews with community Municipal Emergency Coordinator, where possible.
 - Develops and supports facilitation of disaster response education and exercises.
 - Tests the effectiveness of disaster plans and utilize feedback to improve plans as required.
 - Participates in monitoring and identifying problem areas, recommending corrective measures and revising response plans and policies as necessary.
 - Supports leadership in working with municipalities, police, fire departments and other agencies relative to emergency preparedness and able to work as a liaison in planning and exercises or during a response.
 - Functions as the SH-SS representative on Provincial teams.
 - This position occasionally requires working additional night and weekend hours.
 - 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.
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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. Balanced budget and/or with an agreed upon variance definition.
 2. Achieved defined goals (determined at time of performance review).
 3. Responsible for the communication and awareness of Emergency Preparedness strategy within the region.
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QUALIFICATIONS

EDUCATION/CERTIFICATION:

- Must possess or be willing to work towards a Certificate in Emergency Management.
- A Certificate in Adult Education and/or equivalent in experience and other education.

REQUIRED KNOWLEDGE:

- To support healthcare operations in its preparation to respond and recover from a disaster.

EXPERIENCE REQUIRED:

- Three (3) years directly related experience, with the health system an asset.

SKILLS/COMPETENCIES:

- Demonstrated ability of good communication skills utilizing a variety of presentation styles suited to a variety of target groups.
 - 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
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WORK CONDITIONS:

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

As per Non-Union Management 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.