

# Emergency Preparedness Coordinator

**Department:** Health & Human Services Department

**Location:** 12 Pierce Street  
Brookline, MA, 02445

**Salary:** \$71,314.00

**Minutes Walk to Public Transit:** 10

**Job Close Date:** 7/8/2022

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The Town of Brookline Public Health Department is accepting applications for an Emergency Preparedness Coordinator to manage and promote the Town's public health emergency preparedness programs and develop and manage all recruitment, credentialing, training, activities, and deployments of the Brookline Medical Reserve Corps (MRC).

The Emergency Preparedness Coordinator serves as a critical member of the Town's Emergency Preparedness Team; develops and updates emergency plans for the Health department; prepares, writes, and manages grant proposals and related budgets; supervises staff; and participates in town-wide emergency preparedness and response activities; and other related work as required.

## **Qualifications:**

Bachelor's degree in public health, emergency management, health administration, or related education; three years of progressive experience in public health or emergency management including experience in developing and managing community-based programs; or any equivalent combination of education, training, and experience.

## **Special Requirements:**

- Valid motor vehicle operator's license
- Certification in National Incident Management System (NIMS)
- Certification in Incident Command Structure (ICS)
- Ability to be trained in use of personal protective equipment (PPE)
- Medical license (EMT or higher) preferred

**Starting Salary: \$71,314.00 annually. Please apply with Resume and cover letter by July 8, 2022.**

## **Emergency Preparedness Coordinator Job Description**

**Position Purpose:** Performs professional, technical, administrative, and educational work to manage and promote the Town's public health emergency preparedness programs. Prepares, writes, and manages grant proposals and related budgets; and develops policies, plans and procedures for responding to public health emergencies for the Town. Participates in town-wide emergency preparedness and response activities; represents the Town on regional and statewide emergency planning & community preparedness committees and teams.

**Supervision:**

*Supervision Scope:* Exercises independent judgment, leadership, and initiative in planning and overseeing the operations of the Town's health-related emergency preparedness program.

*Supervision Received:* Work is performed under the general direction of the Director of Public Health and Human Services or designee. Employee functions independently referring specific problems to supervisor only where clarification or interpretation of town policy or procedure is required. Resolves most problems independently, keeping supervisor informed of progress, problems, and implications of decisions.

*Supervision Given:* Oversees recruiting, and coordinates activities and deployment of volunteer members of the Medical Reserve Corps

**Job Environment:** Administrative work is performed under typical office conditions. Frequently attends off-site meetings and staffs community presentations and/or activities. Incumbent is required to attend and/or staff night & weekend events as needed. On-call for emergencies 24/7. Regularly operates an automobile, computer, telephone, and other standard office equipment. Makes frequent contact with the general public, other town departments, local and regional health care and public health professionals and organizations, professional staff at various foundations, contractors, and representatives of various local/state/federal agencies. Contact is by telephone, text, and email, through personal meetings, and in meetings with groups that require considerable persuasiveness, resourcefulness, and discretion to influence the behavior of others. Has access to division-related confidential information including personnel off hours contact information and limited confidential information about residents and volunteers. Has access to town-wide confidential information with regard to emergency preparedness and response plans and procedures. Errors in judgement could endanger public health and safety in the event of a significant public health emergency in the Town.

**Essential Functions:**

*(The essential functions or duties listed below are intended only as illustrations of the various types of work that may be performed. The omission of specific statements of duties does not exclude them from the position if the work is similar, related or a logical assignment to the position.)*

- Assesses public health emergency preparedness needs for the Town and works with the Office of Emergency Management to develop and manage community-based programs to improve resiliency for the whole community.
- Serves as a critical member of the Town's Emergency Management Team; serves as a public health specialist in medical countermeasures and community emergency preparedness. Key participant in town-wide preparedness efforts related to medical sheltering, volunteers, vulnerable populations, and resiliency.
- In conjunction with the Office of Emergency Management and Brookline CERT coordinators, increases resiliency in Brookline via emergency preparedness programs for residents, with particular emphasis on vulnerable residents, and local organizations working with vulnerable populations. Coordinates and implements emergency preparedness training and education for Brookline Medical Reserve Corps volunteers, as well as for vulnerable populations within the Town. Determines appropriate methods and materials to disseminate and improve preparedness information to the community. Supervises preparation of associated materials and supplies
- Develops and updates emergency plans for the Department of Public Health, including plans for pandemic response, town-wide emergency dispensing sites (EDS) and Health Department continuity of operations (COOP). In conjunction with the Office of Emergency Management, provides input and enhancements to many town-wide emergency plans and procedures, and participates in response and recovery efforts. Works to ensure town-wide emergency drills and trainings include Health Department policies, procedures, staff, and volunteers.
- Manages and authorizes expenditures of program funds for equipment and supplies necessary to prepare for and/or respond to public health emergencies impacting Brookline, with particular emphasis on emergency dispensing sites and medical support for emergency shelters.
- Develops and manages all recruitment, credentialing, training, activities, and deployments of the Brookline Medical Reserve Corps (MRC). Researches, identifies, and selects speakers for MRC trainings and programs. Ensures trainings meet state requirements and approvals for continuing education credits for licensed medical professionals. Manages and trains the Brookline MRC Leadership Team - volunteers who would assist in organizing and supervising other volunteers in the event of a significant emergency.

- In conjunction with the Directors of Public Health Nursing and Community Health, organizes and coordinates all volunteer staffing and non-clinical preparations for the annual town immunization clinics, which also serve as medical countermeasures training for MRC and CERT volunteers. Recruits and trains volunteers to staff various non-emergency community health activities
- Works with the Office of Emergency Management to maintain Brookline's vulnerable populations communication list, and shares emergency health alerts and press releases with vulnerable community groups as needed to improve communication and resiliency
- Develops and updates public health emergency preparedness and Brookline MRC related information on the town website and on official social media platforms.
- Represents Brookline at Public Health Region 4ab MRC and Health & Medical Coordinating Coalition (HMCC) meetings; works with other jurisdictions to build regional MRC and HMCC resources, develop & update regional plans, and train for a coordinated regional response to large-scale health-related disasters. Plans, implements, and evaluates programs and activities with these regional jurisdictions.
- Determines fiscal requirements and prepares grant proposals including budgetary recommendations. Manages annual budgets and deliverables related to CDC Public Health Emergency Preparedness (PHEP), MA DPH Medical Reserve Corps, and other grants
- Represents the Town/Brookline Department of Public Health on relevant Metro Boston Homeland Security Region / UASI subcommittees, including Planning and Community Preparedness and Medical Surge subcommittees
- Represents the Town/Brookline Department of Public Health on MA Department of Public Health OEM projects, drills, exercises, activities
- Prepares or contributes to reports (quarterly & annual) documenting emergency preparedness activities for the Town, region, state, and FEMA
- Creates and designs evaluation tools and oversees evaluations of trainings and presentations. Compiles and maintains records, reports, and documentation of program activities for use in program evaluation
- Advises Brookline residents on questions related to emergency public health preparedness and response.
- Performs similar or related work as required, directed, or as situation dictates

**Recommended Minimum Qualifications:**

**Education and Experience:**

Bachelor's degree in public health, emergency management, health administration, or related education; three years of progressive experience in public health or emergency management including experience in developing and managing community-based programs; or any equivalent combination of education, training, and experience.

**Special Requirements:**

- Valid motor vehicle operator's license
- Certification in National Incident Management System (NIMS)
- Certification in Incident Command Structure (ICS)
- Ability to be trained in use of personal protective equipment (PPE)
- Medical license (EMT or higher) preferred

**Knowledge, Ability and Skill:**

*Knowledge:* Comprehensive knowledge of current and emerging public health emergency management issues, principles and practices, whole community approaches, plan development, and training techniques.

*Ability:* Ability to work with little direct supervision. Ability to deal with the public tactfully and effectively, and to maintain positive public relations. Able to communicate effectively and efficiently, verbally and in writing at all times. Ability to work effectively under time constraints to meet deadlines.

*Skill:* Communication skills including interpersonal & public speaking. Computer skills in word processing, spreadsheets, and presentation applications. Good research skills for developing emergency plans and procedures, program evaluations, and data analyses. Skills in grant writing and budget development.

Physical Requirements: Minimal physical effort is required when performing office work; moderate physical effort is required to perform field work. The employee is frequently required to stand, walk, sit, speak and hear, reach with hands and arms, use hands to operate equipment, stoop, bend and carry equipment; may be required to lift up to 30 pounds. Physical agility is required for emergency response activities. Vision requirements include the ability to read technical documents and plans, use a computer and operate a motor vehicle.

*This job description does not constitute an employment agreement between the employer and employee, and is subject to change by the employer, as the needs of the employer and requirements of the job change.*

*The Town of Brookline is an equal opportunity employer and dedicated to maintaining a diverse workforce*