



Assistant Director, Emergency Response

Reports to: Vice President, Clinical Strategies		
Level/Grade Professional	Type of Position Full-time	Hours/Week 40 hrs./week; exempt
GENERAL DESCRIPTION		
<p>The Assistant Director, Emergency Response reports to the VP, Clinical Strategies, and is responsible for the execution, management and coordination of regional emergency preparedness and response. This position is responsible for strategically engaging coalition partners, regional, state, and national stakeholders, positioning Southwest Ohio to successfully respond to acute and long-term incidences. Of note, the role has responsibilities outside of normal business hours during emergency situations. The role is accountable for the management and oversight of employees responsible for submission of grant applications, management of contractors, budgets and purchasing.</p>		
JOB RESPONSIBILITIES		
Regional Healthcare Coordination Responsibilities		
<ul style="list-style-type: none"> • Serve as the Regional Healthcare Coordinator, engaging with Ohio Department of Health, Health and Human Services, and across the healthcare community, providing representation, guidance and assistance as needed with local, regional and state planning partners for the purpose of developing and supporting local and regional partnerships and coalitions. <ul style="list-style-type: none"> ○ Lead stakeholder committees guiding decisions related to financial expenditure of related emergency response funds and emergency planning ○ Convene and facilitate regional meetings to assure coordination across multiple partners. ○ Manage budgets and purchasing of items that support regional response efforts ○ Maintain relationships with regional public health, emergency management, homeland security, emergency medical services and others involved with healthcare preparedness planning. ○ Collaborate and participate in any regional/statewide meetings and initiatives under the Assistant Secretary for Preparedness and Response (ASPR) or the Ohio Department of Health. ○ Coordinate, plan and conduct healthcare-related emergency preparedness and response training, periodic drills/exercises with applicable hospitals, health departments, healthcare coalition agencies, government agencies, and community agencies involved in public health emergency preparedness and response. ○ Coordinate efforts to enhance the healthcare system in the region for responding to an emergency event or disaster. ○ Ensure maintenance of hospital and regional cache inventory lists. Conduct equipment inspections according to ODH grant compliance criteria. ○ Provide hospital representation in Emergency Operation Center as determined by County Emergency Operations Plans • Leadership <ul style="list-style-type: none"> ○ Lead a team who will execute the expectations and deliverables of the Hospital Preparedness Program, on time and with exceptional quality. ○ Serve as emergency preparedness and response subject matter expert, providing strategic guidance to the executive team ○ Participate in organizational strategy development and leadership meetings ○ Support the emergency preparedness team with planning and exercises as required by grant deliverables, to ensure regional readiness. ○ Participate in business development opportunities and member value efforts 		
Grant Administrative Responsibilities		
<ul style="list-style-type: none"> • Prepare and submit annual application to secure grant funding from Ohio Department of Health. • Responsible for the oversight of grant writing, application and submission • With Accounting Department, develop and manage annual budget, including expense documentation. • Ensure timely completion of OHD ASPR grant deliverables, including hospital performance reporting. 		

- Oversee purchases and reimbursements to ensure compliance with all applicable financial requirements.

Internal Operations Responsibilities

- Update and maintain the Health Collaborative’s internal emergency operations plan.
- Manage internal Safety Team to assist in building evacuations and maintain internal emergency alerting system.
- Conduct monthly inspections of Automated External Defibrillators (AED) and bleeding control kits.
- Ensures proper use and protection of information assets by complying with the organization’s information privacy and security policies to protect assets from unauthorized access and by reporting any security events or potential events or other security risks to the organization.
- Other duties as assigned.

POSITION REQUIREMENTS

Required Skills, Knowledge, Abilities:

- Knowledge in and understanding of emergency preparedness and response including the Ohio Department of Health’s Hospital Preparedness Program and the Health and Human Services Assistant Secretary of Preparedness and Response
- Proficient in Microsoft Office Suite (Excel, Word, PowerPoint, Outlook)
- Proficient in database management and survey platforms
- Knowledge and demonstrated experience in event planning and project management
- Excellent analytical and problem-solving skills
- Present a positive service attitude toward internal and external customers; maintain confidentiality
- Knowledge of healthcare terminology and emergency preparedness
- Demonstrate initiative and ability to coordinate multiple projects simultaneously
- Meet deadlines in a fast-paced environment
- Suggests and initiates procedures that improve efficiency and quality of work
- Excellent oral and written communication skills required
- Strong attention to detail required
- Strong writing, oral communication, and presentation skills
- Strong relationship management skills
- Demonstrated ability to inform and execute on communications and organization strategy
- Evidence of ability to work effectively under pressure, manage competing priorities, and complete multiple simultaneously
- Willingness to contribute when necessary at all task levels
- Experience in facilitating diverse groups
- Excellent interpersonal and communication skills
- Strong skills in project planning, oral and written communication and presentation
- Ability to work independently and in small work groups with staff members and managers
- Ability to generate innovative ideas to improve processes and create efficiencies
- Demonstrated commitment to values of integrity, customer service, innovation, and collaboration/teamwork required

EDUCATION/CERTIFICATION REQUIREMENTS

- Bachelor’s degree in related field
- Master’s degree in emergency response or public health preferred
- FEMA Certifications: ICS 100, 200, 300, 400, 700 and 800. MGT 290 and 291
- HSEEP Training (Within one year of hire)

OTHER INFORMATION

- Type/use a computer for extended periods of time.
- Perform office work.
- Travel by car for meetings within driving distance and by plane for out-of-town meetings.
- Lift and move light-weight items such as computer hardware, files, conference tables/chairs, and boxes of marketing materials, etc.
- Movement of heavier items, such as medical equipment, will be performed in tandem with contractors and OSHA approved tools.
- Hours vary due to current events.
- Salary range: \$80,000 - \$85,000

APPROVED BY K. Schroder, Chief Strategy Officer DATE POSTED October 8, 2021

Disclaimer: Nothing in this job description restricts the company's right to assign responsibilities to this job at any time as critical features of this job are subject to change any time.