

Job Title: Emergency Management Coordinator - Quality Services - Full Time - Days
 Position Type: Full Time
 Req ID: 0002Y2

Job Definition



Fairfield Medical Center

Job Description

Job Title:	Emergency Management Coordinator	Pay Grade:	11
Reports to:	Patient Safety Officer	Department/Job Code:	8600/1529
FLSA Status:	Exempt	OSHA Exposure Level:	3

Job Summary

Develops and implements emergency management plans in conjunction with management. Provides training to management and staff regarding emergency preparedness issues relevant to the organization and all applicable state, local and federal laws and regulations. Coordinates with outside agencies and/or officials to facilitate community planning.

Performs all duties and responsibilities in accordance to the established FMC policies, procedures and guidelines.

Job Qualifications

Education: Bachelor's Degree or equivalent of associated experience and education.

Experience: Three (3) years healthcare and emergency management experience desired.

Job-related Skills: Strong interpersonal, communication and presentation skills; ability to problem-solve and facilitate resolution to issues; demonstrates ability to handle multiple priorities; ability to make independent decisions; strong project management skills; ability to work in a team environment and well as individually.

Organizational Expectations and Responsibilities:

1. Mission and Service Values
 1. **Empathy** – Demonstrates a willingness to understand others' perspectives, without labeling or judging; treats others with compassion and is personally engaged in providing patient and family-centered care.
 2. **Integrity**—Takes responsibility for own words and actions; has passion and courage to do the right thing; delivers on promises and commitments; is honest and achieves excellence in all things through ethical and legal behavior.
 3. **Stewardship**—Uses FMC resources wisely; respects the time and resources of patients, family and peers; shows pride in FMC and gives back to the Center and community with time, talent and /or money.
 4. **Agility**—Demonstrates courage to take initiative to find creative solutions; anticipates concerns and responds promptly; minimizes bureaucracy and explores opportunity for growth.
 5. **Teamwork**—Works collaboratively, not in silos; treats others with courtesy and respect; assumes good intent and welcomes differing viewpoints; creates a spirit of belonging and fellowship within FMC; embraces the FMC culture.
2. Commitment and Engagement
 1. **Quality**—Demonstrates commitment to improve individual performance and contributes to team accomplishments and quality improvement initiatives.
 2. **Safety**—Creates and maintains a safe and clean work environment and reports unsafe conditions to the appropriate individuals.
 3. **Service**—Recognizes and anticipates the needs of customers and strives to surpass customer expectations; utilizes AIDET, TeamSTEPPS and other tools to avoid and/or resolve concerns with the best possible outcome.
 4. **Sustainability**—Demonstrates timely, accurate and cost-conscious use of resources in the daily work.
3. Personal Engagement
 1. **Organization Commitment**—Complies with FMC policies, procedures, work instructions and guidelines; reports compliance or ethical concerns to appropriate personnel; does not gossip but works to create a positive work experience with others.
 2. **Personal Commitment**—Demonstrates ownership of the job; willing to step up and help others; works across departmental lines; is fully present at work—physically and emotionally; maximizes own talents and that of others.
 3. **Personal Growth**—Demonstrates a commitment to ongoing learning; completes all mandatory education and participates in learning events/opportunities/experiences to enhance on-the-job performance.

Essential Job Functions

Job Expectations and Responsibilities:

1. Creates, maintains and updates all resource materials associated with emergency preparedness plans for FMC.
2. Keeps current and up-to-date on federal, state and local regulations affecting emergency plans and requirements for pertinent accrediting bodies and ensures compliance within FMC plans.
3. Prepares plans that outline operating procedures to be used in response to disasters/emergencies, etc.

- 4. Collaborates with internal and external experts in developing, delivering and evaluating emergency preparedness training.
- 5. Develops and maintains liaisons with municipalities, county departments, and other state and federal agencies to facilitate plan development, coordinate response efforts and the use of personnel and equipment.
- 6. Conducts/facilitates periodic assessments/surveys to determine the types of emergency-related needs to be addressed and develops plans to address gaps in services.
- 7. Provides support/assists communities in applying for federal funding for emergency management equipment and supplies.
- 8. Conducts periodic drills and mock events to test the effectiveness of the plan and to evaluate the knowledge and skill of FMC personnel; utilizes knowledge gained to enhance, improve and redesign training.
- 9. Represents FMC on task forces, committees and consortiums dealing with emergency preparedness
- 10. Assist Accreditation Coordinator as needed.

Physical Capacity Demand

Medium Work: Exerting up to 20-50 pounds of force occasionally, and/or up to 10-25 pounds of force frequently, and/or a negligible up to 10 pounds amount of force often.

Job Considerations

Psychological/Mental – analytical abilities, memory, problem-solving and creativity

Physiological- Potential Exposures: Electrical equipment

Cognitive-Communication and collaboration with other co-workers, physicians, other employees, and patients and families; prioritizing and time management; persuasiveness and judgment

Environmental-no special considerations

Protective Equipment- no special considerations

Origination Date: April 11, 2014

Created by: _____

Review/Revision Date: January 26, 2017

Reviewed/Revised by: Eric Brandt - PSO

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ACKNOWLEDGEMENT

I have read and understand that the qualifications, responsibilities and essential functions listed above are required of this position, which I am capable of performing.

Accepted by: _____ Date: _____
Employee Signature

Position Definition

Job Qualifications

Highest Education Level Required: Bachelors Degree
Highest Education Level Preferred: Bachelors Degree

Location and Work Requirements

Shift: Day