



THE EASTERN REGIONAL HEALTH AUTHORITY

POSITION DESCRIPTION

<b>1. JOB TITLE</b> DISASTER MANAGEMENT OFFICER	<b>2. DIVISION</b> HEAD OFFICE	<b>3. DEPARTMENT</b> DISASTER MANAGEMENT
<b>4. ORGANISATIONAL RELATIONSHIP</b> The Disaster Management Officer will report to the Manager-Disaster Management.	<b>5. NATURE &amp; SCOPE</b> The Disaster Management Officer is responsible for strengthening disaster management efforts within the Authority to ensure health care services continuity in times of emergency and disaster. The Disaster Management Officer shall provide operational support to the overall strategic objectives of the Disaster Management Unit.	
<b>6. SPECIFIC ACCOUNTABILITIES</b> The Disaster Management Officer: <ul style="list-style-type: none"> <li>□ Reviews and develops plans and procedures consistent with disaster management best practices</li> <li>□ Conducts hazard and resource mapping using Geographic Information Systems to aid in emergency planning and response</li> <li>□ Develops and maintains disaster preparedness databases for management of resources</li> <li>□ Conduct hazard vulnerability assessments and inspections to identify areas for improvement to minimize disaster risk</li> <li>□ Coordinates simulation exercises geared towards preparing staff for emergencies and disasters</li> <li>□ Collaborates with the Disaster Manager to prepare educational and instructional materials as they relate to disaster management</li> <li>□ Assists the Disaster Manager in activities that would support business continuity planning at the Authority</li> <li>□ Assists divisions with the implementation of procedures and systems for disaster mitigation and preparedness</li> <li>□ Oversees the implementation and maintenance of redundant communication systems at the Authority</li> <li>□ Prepares daily situation reports in consultation with relevant divisions</li> <li>□ Assists the Disaster Manager with liaising and collaborating with respective external stakeholders (e.g. Municipal Corporations, Office of Disaster Preparedness and Management) on measures to reduce disaster risk</li> <li>□ Assists with coordinating and delivering disaster management training</li> <li>□ Assists with coordinating outreach initiatives to promote disaster preparedness</li> <li>□ Assists the Disaster Manager in the administration and direction of disaster management activities to ensure that disaster plans are operational</li> <li>□ Prepares reports on specific activities or incidents as they relate to disaster management, including damage assessments</li> <li>□ Performs related work as may be required by the approved Authority</li> </ul>		
<b>7. KEY KNOWLEDGE, SKILLS AND ABILITIES</b> <ul style="list-style-type: none"> <li>□ Competency in Geographic Information System (GIS) programs such as ArcGIS</li> <li>□ Considerable knowledge of disaster management principles, technologies and best practices</li> <li>□ Effective communication (both written and verbal) skills</li> <li>□ Strong critical thinking and problem-solving skills</li> <li>□ Effective organizational and prioritization skills</li> <li>□ Strong interpersonal skills with the ability work effectively with internal and external stakeholders</li> <li>□ May be required to work during times of emergency and disaster</li> </ul>		

**8. MINIMUM TRAINING AND EXPERIENCE**

- Bachelor's Degree in Disaster Management/ Emergency Management/ Geography/ Environmental Management or a related field
- Minimum of two (2) years experience in a similar position
- Computer literate in Microsoft Office Suite
- Certification and experience in the use of GIS
- Familiarity with radio communication systems will be an asset
- Any equivalent combination of training and experience

**9. SUPERVISORY RESPONSIBILITIES**

- Clerk I
- On-the-Job Trainee (OJT)

**10. COMMUNICATION AND WORKING RELATIONSHIP**

***Internal:***

- Manager-Disaster Management
- Occupational Safety and Health Officers
- District Health Visitors / District Nurses
- Primary Care Physicians II
- Primary Health Care Services Administrative Officers
- Other Heads of Department

***External:***

- Other Regional Health Authorities
- Ministry of Health
- Municipal Corporations
- Office of Disaster Preparedness and Management