



Emergency
Services

March 30th, 2017

POSITION VACANCY ANNOUNCEMENT

Title: Staff, Logistics and Planning

FLSA Status: Full-time, Professional, Exempt

Funding: Grant funded

Reports to: Director, Emergency Services

Salary: \$46,000/year

General Description:

This position is primarily responsible for assisting with the sustainment, maintenance and ready state of the coalition's specialty logistic supplies and equipment as directed. This position assists with the planning and support of our Emergency Management preparedness activities, responses and recovery efforts.

Required Personal Characteristics:

- Communicator: Good interpersonal verbal and written communication skills.
- Collaborative: Ability to work effectively in a team-oriented environment and collaboratively with members, and governmental and nongovernmental organizations.
- Dedicated: Maintain loyalty to HAH ES Coalition's vision, mission and purpose. Demonstrate a passion for work and personal commitment.
- Quality oriented: Have an acute sense of detail and a high respect for timeliness and completeness.
- Strong organization skills
- Creative and Versatile
- Effective under pressure
- Self-development: Desire to grow in personal achievement and make a meaningful professional contribution to the coalition and our field.
- Integrity and Credibility: Have the ability to convey a high degree of professionalism and integrity for oneself and the coalition.

Major Duties and Tasks:

- Log, track, stock and re-stock inventory.
- Organize stock and equipment under the direction of the Director
- Track primary maintenance on equipment and ensure that it is up to date.
- Deliver stock and/or equipment to various healthcare facilities as requested.
- Assist with planning preparedness activities.

- Respond to operation support center or other locations as assigned during an activation and/or response.
- Assist with planning response and recovery efforts.
- As assigned.

Experience:

1. Healthcare experience required
2. Logistics experience preferred

Education and Training:

1. Baccalaureate degree or higher in health administration, emergency management or related. If in progress, must complete degree by May 12th, 2017.
2. Completed FEMA courses ICS 100, 200, 700 and 800 within the previous 3 years. Must show proof of completion (Certificates) with application.
3. Candidate must possess a knowledge of emergency management, and emergency and disaster health care services.

Special requirements:

1. Medically suitable for flight aboard U.S. government aircraft.
2. Available for immediate response to disasters and major emergencies on a 24- hour, 7-day-a-week basis.
3. Citizen of the United States with current U.S. passport or in process.
4. Current State of Hawaii Driver License.
5. 21 years of age or older.

Working conditions:

1. Indoor, air-conditioned office and warehouse environment.
2. Occasional work outdoors, in hot-humid and austere environments.
3. Working hours typically 08:30 to 16:30, Monday to Friday.
4. Occasional weekends and nights supporting emergency operations and training activities.
5. Occasional travel to neighbor islands, U.S. mainland and U.S. territories and treaty states.

HOW TO APPLY:

1. Prepare and transmit (mail, facsimile or email) current resume and cover letter to Director, Emergency Services, Healthcare Association of Hawaii, 707 Richards Street, PH2, Honolulu, HI 96813. Facsimile (845) 839-8356. Email aholmberg@hah-emergency.net
2. Submission must include copies of current Hawaii State driver's license and together with three (3) professional references.
3. Closing date of this announcement is Monday, April 24th, 2017.
4. Candidates must be available for employment on May 16, 2017.