



April 28th, 2019

POSITION VACANCY ANNOUNCEMENT

Title: Staff, Planning and Training

Status: Full-time

Funding: Grant funded

Reports to: Executive Director, Hawaii Healthcare Emergency Management

Salary: \$48,000/year

General Description:

This position is primarily responsible for assisting with the maintenance, development, facilitation, implementation and sustainment of the coalition's training program and the development, facilitation, and implementation of all-hazards disaster/emergency healthcare 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 the Hawaii Healthcare Emergency Management 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:

- Assist with developing and conducting training courses and programs.
- Assist with the development and the analyzation of the annual training needs assessment survey.
- Assist with the planning and implementation of disaster exercises.
- Assist with the tracking and maintenance of training and exercise records.
- Assist with the development and management of the emergency management learning management system.
- Assist with conducting, facilitating, writing after action reports.
- Assist with the maintenance, development, and implementation of all hazard comprehensive emergency/disaster plans.
- Assist with preparedness, response, recovery and mitigation activities and efforts.
- Respond to operation support center or other locations as assigned during an activation and/or response.
- Assist with the updating and management of the program website.

Experience:

1. Healthcare experience preferred
2. Training and Planning experience preferred

Education and Training:

1. Baccalaureate degree or higher in health administration, public health, emergency management or related. If in progress, must complete degree by May 12th, 2019.
2. Completed FEMA courses ICS 100, 200, 700 and 800 within the previous 3 years. Must show proof of completion (Certificates) prior to the start date.
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 the Executive Director, Hawaii Healthcare Emergency Management, 707 Richards Street, PH2, Honolulu, HI 96813. Facsimile (855) 439-5589. Send emails to our Program Coordinator at aholmberg@hhemc.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, May 23th, 2019.
4. Candidates must be available for employment by June 10th, 2019.