

EMPLOYMENT OPPORTUNITY

CITY OF PHILADELPHIA MANAGING DIRECTOR'S OFFICE OF EMERGENCY MANAGEMENT

TITLE: Health & Medical Planning Coordinator

APPLICATION DEADLINE: **Friday, August 13, 2010 5:00 PM EST**

SALARY: Not to Exceed \$55,000 USD/Year

EMPLOYMENT STATUS: This is a full time position that is grant funded through June 30, 2012, with extensions based on funding availability.

I. GENERAL OVERVIEW

The Office of Emergency Management (OEM) works to mitigate, plan, and prepare for emergencies; educate the public about preparedness; coordinate emergency response and recovery efforts; and develop tools and identify resources to support the overall preparedness of the City of Philadelphia.

Candidates for this position should possess a strong desire to work in a team-oriented, fast-paced, professional public safety environment, and a willingness to serve the public in the sixth largest city in the nation. The successful candidate for this position will assist with the development, strategic planning, implementation, and evaluation of an integrated preparedness program to support the preparedness for and response to emergency incidents in Philadelphia.

All OEM personnel must be City residents within six months of hire and are required to serve periodically in an on-call capacity on field response teams. OEM staff also periodically work during non-business hours for extended periods of time, as needed in a field environment, and during activations of Philadelphia's Emergency Operations Center (EOC).

II. TYPICAL EXAMPLES OF WORK

The Health & Medical Planning Coordinator is responsible for a range of preparedness activities including, but not limited to, the following:

- Successful completion of required courses to gain working knowledge of a variety of healthcare, public health, and emergency medical services issues, familiarization with primary stakeholders, and other fundamentals of the practice of emergency management.
- Developing and maintaining partnerships with a variety of stakeholders from local, state and federal government as well as community-based organizations, non-profit organizations and private entities.
- Researching best practices for a variety of health and medical related issues such as healthcare facility preparedness, agriculture and natural resources, disease control and prevention, and casualty and fatality management.
- Identifying and collecting resource information related to service organizations including but not limited to: hospitals, health centers, homecare agencies, emergency medical service providers, long-term care facilities, universities, and local, state, and federal agencies that govern public health and medical services.
- Writing and updating assigned elements of citywide emergency plans for meeting essential healthcare and emergency medical services needs during the preparedness, response, recovery, and mitigation phases of emergency management.
- Developing and enhancing preparedness messages for inclusion in the City's emergency preparedness education campaign.

- Conducting special projects.
- Performing other work as required.

III. REQUIRED KNOWLEDGE, SKILLS, AND ABILITIES

- Effective oral and written communication skills.
- Strong interpersonal, leadership, and negotiation skills.
- Ability to maintain effective working relationships and develop partnerships.
- Ability to coordinate diverse groups toward a common goal.
- Ability to contribute and coordinate work in a team.
- Ability to interpret federal and state emergency management requirements and regulations.
- Knowledge of basic government accounting and procurement procedures is preferred.
- General experience in financial analysis is preferred.
- Proficiency with Microsoft Office software (Word, PowerPoint, Excel, Access).

IV. MINIMUM ACCEPTABLE EDUCATION AND EXPERIENCE

- Completion of a bachelor's degree from an accredited college in planning, management, healthcare, public administration or a related field.
- Experience working within an emergency management, public health or healthcare organization is preferred but not required.
- Familiarity with healthcare and emergency medical services within the City of Philadelphia is preferred but not required.
- An equivalent combination of education and experience in a related field will be considered pending approval by OEM and the Personnel Department.

V. LICENSES, REGISTRATIONS AND/OR CERTIFICATES

- Possession of a valid proper class motor vehicle operator's license issued by the Commonwealth of Pennsylvania within six months of hire.
- Completion of Federal Emergency Management Agency training courses (ICS 100, 200, 700, and 800B) within first month of hire.

VI. PHYSICAL AND MEDICAL REQUIREMENTS

Ability to physically perform the duties and work in the environmental conditions required of this position.

VII. APPLICATION INSTRUCTIONS

Interested candidates should submit a cover letter, resume, and writing sample (showing your ability to write a plan, policy or report-style document) to:

Samantha Phillips, Deputy Director for Planning
Managing Director's Office of Emergency Management
Email: samantha.phillips@phila.gov