

Job Description

Job Title: Emergency Preparedness/Safety Coordinator

Department: Safety

Supervisor: Director of Facilities

FLSA Status: Exempt

Prepared By: Human Resources

Prepared Date: October 26, 2021

Summary

Responsible for planning, coordinating, maintaining and updating the facility's comprehensive disaster preparedness program. Monitors workplace activities and plant systems to ensure compliance with applicable safety standards for OSHA, State, and CMS rules and regulations. Responsible for knowing departmental and facility policies and procedures. Demonstrates compliance with existing policies and procedures. Cooperates willingly with all employees and managers of SCHC, develops and maintains a good working rapport with intra department personnel, as well as other departments within SCHC.

Essential Duties and Responsibilities include the following. Other duties may be assigned.

Anticipates and acts to maintain a safe environment for the patient and others. Reports and/or corrects unsafe conditions when observed.

Maintains knowledge of hazard prevention and safety best practices.

Reviews, revises, maintains, and implements the organization's Emergency Preparedness Plan, safety, and security policies and procedures in accordance with current federal and state laws, as well as regulatory agencies governing hospitals, long term care units, FQHC clinics, and wellness facilities.

Accompanies State or other compliance agency staff conducting safety, fire, and physical audits throughout the facility; assists with licensure survey process as required.

Conducts employee training, upon hire, annually, and/or as needed, on applicable safety standards.

Conducts facilities and equipment safety inspections and initiates/coordinates drills to assess employee compliance with safety regulations.

Coordinates the execution of all Emergency Preparedness Drills, including participation in local, county, state, and/or federal drills.

Maintains employee certification and training in disaster response activities (NIMS), along with training all new employees upon hire (during New Hire Orientation) in disaster response activities.

Maintains Safety Data Sheets for all chemicals used by all departments.

Investigate, research, and make recommendations regarding best practices with respect to emergency preparedness.

In coordination with Human Resources and/or Risk Management, participate in the review and investigation of safety incidents/accidents to determine mitigation necessary to reduce the risk.

Leads, facilitates, and advises the facility's emergency preparedness and safety committee meetings. Develops project plans and timelines for accomplishing outstanding tasks.

Develops and maintains the SCHC Disaster Preparedness manual (both paper and electronic copies) to ensure that an updated version of the manual is available at least annually.

Ensures that the Emergency call list is up to date and functional, conducts timely reviews and provides updates to all departments.

Participates in the preparation and submission of operational and capital budget requests to support emergency preparedness and safety.

Assists with maintenance duties (i.e. lawn care, snow removal, repairs to building, grounds, and equipment, etc.)

Serves as the point of contact for nurse call, camera, and security lock systems. Communicates timely to department supervisors of affected areas if any outages occur or will occur and participates in discussion of temporary or permanent fixes.

Communicates to facility Administrator of any and all system failures, whether temporary or permanent, and solutions for those failures.

Participates in the creation and maintaining of all ICRA standards.

Attends Emergency Preparedness meetings with external agencies at local, regional, and state levels. Acts as primary facility-community liaison regarding emergency preparedness and safety.

Attend the LEPC (Local Emergency Planning Committee meeting) with local jurisdictions.

Help facilitate, direct, and attend the ESF-8 meetings in conjunction with the Public Health Administrator.

Develops and maintains the Public Health Disaster Preparedness manual in conjunction with community partners (both paper and electronic copies) to ensure that an updated version of the manual is available at least annually.

Supervisory Responsibilities

No Supervisory Responsibilities

Competencies

To perform the job successfully, an individual is expected to abide by all SCHC policies and procedures along with demonstrating the following competencies:

Analytical - Synthesizes complex or diverse information; collects and researches data; uses intuition and experience to complement data.

Continuous Learning - Assesses own strengths and weaknesses; seeks feedback to improve performance; pursues training and development opportunities; strives to continuously build knowledge and skills; shares expertise with others.

Job Knowledge - Exhibits ability to learn and apply new skills; keeps abreast of current developments; requires minimal supervision; displays understanding of how job relates to others; uses resources effectively.

Use of Technology - Demonstrates required skills; adapts to new technologies; troubleshoots technological problems; uses technology to increase productivity; keeps technical skills up to date.

Problem Solving - Identifies and resolves problems in a timely manner; works well in group problem solving situations; uses reason even when dealing with emotional topics.

Customer Service - Responds promptly to customer needs; responds to requests for service and assistance.

Communications - Expresses ideas and thoughts verbally; expresses ideas and thoughts in written form; exhibits good listening and comprehension; keeps others adequately informed; selects and uses appropriate communication methods.

Cooperation - Establishes and maintains effective relations; exhibits tact and consideration; offers assistance and support to co-workers; works cooperatively in group situations; works actively to resolve conflicts.

Teamwork - Gives and welcomes feedback; contributes to building a positive team spirit; supports everyone's efforts to succeed.

Quality Management - Looks for ways to improve and promote quality; demonstrates accuracy and thoroughness.

Diversity - Promotes a harassment-free environment.

Ethics - Upholds organizational values.

Adaptability - Adapts to changes in the work environment.

Dependability - Takes responsibility for own actions; completes tasks on time or notifies appropriate person with an alternate plan.

Judgement - Exhibits sound and accurate judgment.

Planning/Organizing - Prioritizes and plans work activities; uses time efficiently.

Qualifications

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Education and/or Experience

High School diploma or GED equivalent

Minimum of one to three years previous experience, training, or certifications in emergency planning and management, decontamination, disaster preparedness, safety, and security preferred.

Language Skills

Ability to read and interpret documents such as safety rules, operating and maintenance instructions, and procedure manuals. Ability to write routine reports and correspondence. Ability to speak effectively before groups of customers or employees of organization. Fluent in both English and Spanish languages preferred.

Mathematical Skills

Ability to add, subtract, multiply, and divide in all units of measure, using whole numbers, common fractions, and decimals. Ability to compute rate, ratio, and percent and to draw and interpret bar graphs.

Reasoning Ability

Ability to apply common sense understanding to carry out instructions furnished in written, oral, or diagram form. Ability to deal with problems involving several concrete variables in standardized situations.

Computer Skills

Must be able to learn and utilize all computer programs and software programs needed by the facility.

Physical Demands

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this Job, the employee is regularly required to use hands to finger, handle, or feel. The employee is frequently required to sit; reach with hands and arms and talk or hear. The employee is

occasionally required to stand; walk; climb or balance; stoop, kneel, crouch, or crawl and taste or smell. The employee must frequently lift and/or move up to 10 pounds and occasionally lift and/or move up to 50 pounds.

Work Environment

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.