

Emergency Preparedness & Response Manager

The Community Clinic Association of Los Angeles County (CCALAC) is a non-profit membership organization that provides a wide variety of essential services to LA's community clinics and health centers (clinics). Founded in 1994, CCALAC's mission is to, "promote community clinics and health centers as providers and advocates for expanding access to quality comprehensive health care for medically underserved people in Los Angeles County."

CCALAC's 65-member organizations serve over 1.7 million patients each year, regardless of ability to pay. These organizations include private, non-profit, Federally Qualified Health Centers (FQHCs), and community clinics.

CCALAC's COMMITMENT TO JUSTICE, EQUITY, DIVERSITY AND INCLUSION

CCALAC strives to be an anti-racist organization with a culture that is equitable, inclusive and supportive of all employees and members. Our core values of partnership, equity, innovation, integrity, and service guide us in our internal collaborations, and in our work with our members and the community. We are committed to advancing racial and social justice and health equity, and will demonstrate this commitment through our organizational culture, policies, business practices, programs and services, communication, and leadership structures.

JOB SUMMARY

Reporting to the Senior Director of Member Services, the Emergency Preparedness & Response Manager is responsible for leading the Emergency Management Program at CCALAC. This position will provide leadership, trainings and technical assistance to build community health center capacity to prepare and respond to man-made or natural disasters, infectious disease outbreak, wildfires, earthquakes, and other emergencies that they may face.

JOB DUTIES

EMERGENCY PREPAREDNESS:

1. During emergency incidents, provide leadership to member clinics and to the CCALAC team to ensure implementation of emergency response roles are consistent with the Incident Command System, Standardized Emergency Management System (SEMS) and the National Incident Management System (NIMS).
2. Provide leadership/guidance and support to the Emergency Management Workgroup.
3. Manage emergency related communication systems including ReddiNet, Everbridge (mass notification), CAHAN (California Health Alert Network), and LAHAN (Los Angeles Health Alert Network).
4. Manage Clinic Incident Management Teams (IMT) where needed to develop or refine tools for, and/or conduct and compile information from rapid damage assessment or risk assessments.

5. Design and deliver emergency plans, processes and procedures for emergency response and recovery functions and ensures their alignment with CCALAC and member clinic goals and objectives.
6. Coach member clinics to meet compliance, regulatory and auditing requirements around emergency management; and maintain compliance with industry, national, regional and local regulations, standards and guidelines for clinic emergency preparedness.
7. In collaboration with CCALAC's Training & Events Manager, provide educational resources and conduct learning/training sessions, as needed.
8. Assess community health center needs to inform project design or response procedures. Identify and assess risks related to potential emergencies as part of preparedness activities.
9. Work with the Senior Director of Member Services to identify emergency management strategies and direction for the Association.
10. Act as a liaison between LA County Emergency Medical Services Division and member health centers. Collaborate with members, partners and CCALAC division directors to identify and address issues impacting members and the safety net at local, state and federal levels.
11. Create and strengthen relationships with organizations within LA County active in emergency preparedness, response, and recovery efforts.
12. Represent CCALAC at relevant national, state, and county level meetings (e.g. workgroups, consortia meetings, launches, briefings or other coordinating meetings).
13. In collaboration with community health centers, facilitate best-practice sharing and lessons learned from emergency incidents, drills and exercises to build organizational and community resilience.
14. Work closely with members to ensure data collection and monitoring tools are aligned with and responsive to emergency program requirements pertaining to hazard and risk assessment and exercise design or evaluation.
15. Produce periodic situation reports during emergency response, as required and requested. Compile and disseminate any data, reports, briefings, or other information relevant to CCALAC preparedness and response activities in a timely fashion.
16. Other duties as assigned.

MINIMUM JOB REQUIREMENTS

1. Bachelor's degree preferably in Emergency Management, Emergency Services Administration, or a relevant field from an accredited college or university. Master's degree in relevant field preferred.
2. Four (4) years of progressively responsible and directly related work experience related to planning, administration, and operation of emergency planning and management activities.
3. Completion of the following Federal Emergency Management Association (FEMA) courses IS 100, 200, 700 and 800. Additionally, successful completion of FEMA courses and techniques used in the development and utilization of the Incident Command System (ICS).
4. Knowledge of technical issues related to Emergency Preparedness for natural and human caused disasters such as earthquakes, hazardous materials, workplace violence and fires.
5. Must have experience with situation analysis, needs assessments and project management.
6. Strong skills with Excel, & MS Office Suite required.
7. Must be comfortable speaking/presenting to diverse groups.

8. Knowledge of Los Angeles County health care system preferred.
9. Ability to work independently and with minimal supervision; detail-oriented; ability to strategize and solve complex problems and work under pressure.
10. Understands the role that racial inequity plays in our society and its impact on access to health care.
11. Able to utilize a racial equity approach within a service, program or team.
12. Ability to work well with others and across differences, including race, gender, functional silos, levels, etc.
13. Listens actively and hears and acts on feedback related to identity and equity with humility.
14. Strong sense of accountability to community.

WORKING CONDITIONS

1. Majority remote position with in person meetings and convenings, as needed. Option to work fully in person at CICALAC's offices, if desired.
2. Works in a fast paced, high-volume environment with frequent interruptions and critical deadlines.
3. Some potential for repetitive motion injury and eye strain from working on computers.
4. Some car travel throughout Los Angeles County. Some potential for injury from car accident.
5. Travel outside of Los Angeles County to include overnight stays, as necessary.
6. Requires occasional on-site visits to community health centers with possible exposure to working conditions at a community health center. Most site visits are expected to be in a meeting room designed for that purpose.

PERKS & BENEFITS

1. Flexible Work Schedules
2. Medical, Dental & Vision Coverage
3. 401(k) Plan with employer match
4. Employee Assistance Plan
5. Group Term Life Insurance
6. Flexible Spending Account
7. Aflac Supplemental Plans
8. Annual Personal Development Funds

If you are interested in applying for this position, please submit cover letter and resume to humanresources@cicalac.org