

## **SENIOR MANAGER OF EMERGENCY PREPAREDNESS & RESPONSE**

The Community Clinic Associate of Los Angeles County (CCALAC) is a non-profit membership organization that provides a wide variety of essential services to community health centers that serve the Los Angeles region. Founded in 1994, CCALAC's mission is to "empower health centers to remain at the forefront of health care transformation. We forge partnerships, foster innovation, promote health equity, and advocate for the communities they serve."

CCALAC represents 66 community health center organizations that provide comprehensive primary, dental and behavioral health services throughout Los Angeles County. Health centers in Los Angeles serve 1.8 million patients annually regardless of ability to pay. These organizations include private, non-profit, Federally Qualified Health Centers (FQHCs), and community health centers.

### **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 Senior Manager of Emergency Preparedness and Response 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.

**LOCATION:** Candidates must reside in one of the following Southern California counties: Los Angeles, Ventura, Santa Barbara, Kern, San Luis Obispo, Orange, Riverside, San Bernardino, San Diego and Imperial.

### **ANNUAL SALARY RANGE**

\$ 79,245 to \$84,000

### **JOB DUTIES:**

#### **EMERGENCY PREPAREDNESS**

1. In partnership with the Senior Director of Member Services, lead, plan and manage CCALAC's Emergency Management Program.
2. 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).

3. Provide leadership/guidance and administrative support to the Emergency Management Workgroup, providing engaging speakers, activities and group discussion.
4. Manage emergency related communication systems including ReddiNet, Everbridge (mass notification), CAHAN (California Health Alert Network), and LAHAN (Los Angeles Health Alert Network).
5. 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.
6. Co-Supervise the Member Engagement and Systems Coordinator to support Emergency Management activities including: communications activities, training, data collection and programmatic reporting.
7. 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.
8. 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.
9. In collaboration with CCALAC's Training & Events Manager, provide educational resources and conduct learning/training sessions, as needed.
10. Assess CHC member needs to inform project design or response procedures. Identify and assess risks related to potential emergencies as part of preparedness activities.
11. Work with the Senior Director of Member Services to identify emergency management strategies and direction for the Association.
12. 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 member clinics and the safety net at local, state and federal.
13. Create and strengthen relationships with organizations within LA County active in emergency preparedness, response, and recovery efforts.
14. Represent CCALAC at relevant national, state, and county level meetings (e.g. workgroups, consortia meetings, launches, briefings or other coordination meetings).
15. 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.
16. Work closely with member clinics 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.
17. Produce periodic situation reports during emergency response, as required and requested. Compile and disseminates any data, reports, briefings, or other information relevant to CCALAC preparedness and response activities in a timely fashion.
18. Other duties as assigned.

## **MINIMUM JOB REQUIREMENTS**

1. Bachelor's degree 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 FEMA courses IS 100, 200, 700 and 800. Otherwise, successful completion of FEMA courses and techniques used in 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. Supervisory experience required.
6. Must have a background in situation analysis, needs assessments and project management.
7. Strong skills with Excel, & MS Office Suite required.
8. Must be comfortable speaking/presenting to diverse groups.
9. Knowledge of Los Angeles County health care system preferred.
10. Ability to work independently and with minimal supervision; detail-oriented; ability to strategize and solve complex problems and work under pressure.
11. Understands the role that racial inequity plays in our society and its impact on access to health care.
12. Able to utilize a racial equity approach within a service, program or team.
13. Ability to work well with others and across differences, including race, gender, functional silos, levels, etc.
14. Listens actively and hears and acts on feedback related to identity and equity with humility.
15. Understands how the dynamics related to race, gender, and sexual orientation impact organizational culture, and is committed to change and culture building with an equity lens
16. 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 CCALAC'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 clinics with possible exposure to working conditions at a community clinic. Most site visits are expected to be in a meeting room designed for that purpose.

## **PERKS & BENEFITS**

1. Flexible Work Schedules
2. 100% Paid Medical, Dental & Vision Coverage for Employee
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@ccalac.org](mailto:humanresources@ccalac.org).