

## CITY OF HAMILTON

### HEALTHY & SAFE COMMUNITIES DEPARTMENT (PUBLIC HEALTH SERVICES - LOCATION – 1 HUGHSON ST. N., 3<sup>rd</sup> FLOOR)

#### PUBLIC HEALTH EMERGENCY RESPONSE CO-ORDINATOR

##### SUMMARY OF DUTIES:

Reports to the Director, Epidemiology, Wellness & Communicable Disease Control; responsible to develop, monitor, maintain and coordinate all components of the Public Health Services Emergency Management Program. Leads the development of and maintains emergency planning and preparedness strategies to ensure a state of emergency readiness for Health Unit staff and offices.

##### GENERAL DUTIES

Consults with the Medical Officer of Health, Directors, Managers and staff of Public Health Programs to develop and maintain the Public Health Emergency Management Program by:

- Ensuring Public Health Services is in compliance with the Ontario Public Health Standards: Emergency Preparedness Protocols
- Building staff capacity in support of disaster management operations by ensuring readiness through training opportunities, public awareness campaign and participation in emergency exercises.
- Implementing, testing and updating the Public Health Emergency Plan and other public health emergency related plans and documents that may be identified as a necessary part of the Public Health Services Emergency Management program.
- Developing and updating Public Health Program Policies and Procedures including the Continuity of Operations Plan to reflect a state of emergency preparedness
- Coordinating the logistics within the primary and alternate Public Health Services Emergency Operations Centre through supplies, equipment and infrastructure required to support the emergency response for Public Health Services.
- Collaborating with the City of Hamilton Community Emergency Management Coordinators regarding emergency planning and coordination activities for the City of Hamilton. Act as the Public Health Liaison with the Community Emergency Management Coordinators and assist with emergency preparedness educational and training exercises from a Public Health perspective.
- Collaborating with external agencies or groups at all levels of government, including the GTA Public Health Emergency Planners Working Group; Health Sector Emergency Management Committee, Health Sector Steering Committee regarding emergency planning and coordination activities for Public Health Programs.
- Conducting annual Emergency Management training and exercises for Public Health personnel who are assigned emergency response roles and for additional staff who may be called upon to assist in the Public Health response to a real or staged emergency.
- Testing the primary and secondary Public Health Emergency Operations Centre annually using a telecommunication or tabletop exercises. Ensure that results of such exercises are documented and corrective actions are implemented in a timely manner to address areas of concern.
- Coordinating the operation of the PHEOC during times of activation and fulfilling the assigned IMS role. Ensure the PHEOC is equipped and capable of being operational at all times.

- Coordinating and chairing Public Health Emergency Advisory Committee and Health Protection Emergency Preparedness Committee meetings.
- Developing and implementing systems to maintain records on employees training, equipment inventories and compliance activities; limited to emergency response preparedness needs.
- Assess PHS response to emergencies and make recommendations for improvement
- Assisting in the annual budget planning process.

Performing other duties as assigned which are directly related to the responsibilities of this position.

### **QUALIFICATIONS**

1. Demonstrated experience in emergency response planning preferably in the area of Public Health normally acquired by successful completion of emergency management training courses or programs offered by Emergency Management Ontario, Canada Emergency Management College, Disaster Recovery Institute Canada or other related courses or programs from other recognized agencies or educational institutions and related work experience.
2. Sound knowledge of the duties listed above normally acquired by obtaining a Degree in Environmental Health or Public Health Nursing or related programs and progressive related work experience; or an equivalent combination of education and related work experience.
3. Extensive knowledge of Public Health programs and practices in a Public Health environment.
4. Demonstrated ability to use tact and diplomacy to achieve goals and objectives. Demonstrated ability to confidently communicate, negotiate, and coordinate emergency planning and response initiatives with internal and external representatives who have various levels of responsibility.
5. Excellent written and verbal communication skills.
6. Demonstrate the ability to work with others and an ability to work under stress and in difficult emergency situations.
7. Knowledge of Federal, Provincial and Municipal emergency management regulations, guidelines and protocols.
8. Demonstrated ability to develop, prepare and implement effective emergency response plans, procedures and documentation.
9. Demonstrated skills in examining and re-organizing operations and procedures, formulating policies, developing and implementing new strategies and procedures.
10. Demonstrated ability to develop and present educational programs and/or workshops.
11. Demonstrated ability to organize, prioritize and schedule work assignments.
12. Working knowledge and understanding of a wide range emergency response procedures, guidelines and standards.
13. Experienced and skilled in the development of emergency response exercises.
14. Experience in a computerized environment. Demonstrated skill in the use of computers and telecommunication equipment.

15. Ability to respond to emergency situations outside of normal working hours.

**THE INCUMBENT SHALL COMPLY WITH ALL HEALTH AND SAFETY POLICIES AND PRACTICES FOR THIS POSITION AND THE WORKPLACE.**

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