

HOSPITAL DISASTER PREPAREDNESS ADMINISTRATOR

DISTINGUISHING FEATURES OF THE CLASS: Under general supervision, an incumbent of this position is responsible for administering activities to improve the capacity of the Regional Resource Center, based at Westchester Medical Center, to respond to incidents in the aftermath of terrorism or other public health emergencies. The incumbent is responsible for the management and coordination of operational plans and procedures related to the National Bioterrorism Hospital Preparedness grant and implemented by the Regional Resource Center to ensure the capacity to respond to and effectively handle incidents such as those requiring mass immunization, isolation, decontamination, diagnosis and/or treatment. This involves organization of planning and training efforts in conjunction with various response partners on a local, state, and federal level. The incumbent leads and guides staff and instructors working with the Regional Resource Center. Supervision is exercised over lower level support staff. Does related work as required.

EXAMPLES OF WORK (Illustrative Only):

Reviews and understands the specifications and obligations of the National Bioterrorism Hospital Preparedness Program grant;

Develops systems to identify areas of compliance and areas that need further development;

Initiates and develops coordinated efforts among the Regional Resource Center agencies and institutions providing emergency medical services to the seven county region, particularly healthcare agencies such as hospitals, emergency departments, outpatient facilities, EMS systems and poison control centers;

Executes program initiatives related to the grant within the Medical Center and manages and administers those programs;

Authorizes and issues vouchers to participating regional entities for necessary equipment, staffing, etc. in compliance with guidelines;

Completes reports, and other documentation as necessary to document ongoing compliance;

Identifies emergency preparedness elements such as isolation, decontamination, immunization, etc. and ensures that emergency response plans are in place;

Prepares training programs;

Schedules, coordinates and instructs training courses regularly and trains affiliated program instructors;

Uses computer applications or other automated systems such as spreadsheets, word processing, calendar, e-mail and database software in performing work assignments;

Accesses protected health information (PHI) in accordance with departmental assignments and guidelines defining levels of access (i.e. incidental vs. extensive);

May perform other incidental tasks, as needed.

REQUIRED KNOWLEDGE, SKILLS, ABILITIES AND ATTRIBUTES: Good knowledge of the principles, practices and procedures in the development, coordination and delivery of emergency medical services; good knowledge of methods and principles of public health administration; good knowledge of public health practice; good knowledge of the background, principles, and objectives of federal, state, regional, and local emergency medical services (EMS) programs; good knowledge of community resources and organizations, particularly those providing the delivery of emergency medical services; ability to maintain effective working relationships with various groups and individuals; ability to supervise, train, and coordinate the work of others; ability to communicate effectively, both orally and in writing; ability to effectively use computer applications such as spreadsheets, word processing, calendar, e-mail and database software in performing work assignments; ability to read, write, speak, understand, and communicate in English sufficiently to perform the essential duties of the position; tact; good judgment; resourcefulness; physical condition commensurate with the demands of the position.

MINIMUM ACCEPTABLE TRAINING AND EXPERIENCE: Possession of a Bachelor's Degree* and four years experience in emergency medical services where the primary function of the position was planning, development or supervisory responsibilities.

NOTE: Unless otherwise noted, only experience gained after attaining the minimum education level indicated in the minimum qualifications will be considered in evaluating experience.

*SPECIAL NOTE: Education beyond the secondary level must be from an institution recognized or accredited by the Board of Regents of the New York State Education Department as a post-secondary, degree-granting institution.

SPECIAL REQUIREMENTS: Possession of a valid license to operate a motor vehicle in the State of New York.

NOTE: Unless otherwise noted, only experience gained after attaining the minimum education level indicated in the minimum qualifications will be considered in evaluating experience.