

Emergency Management Officer

Misericordia Community Hospital, Edmonton-AB
Permanent Full-Time; FTE: 1.00



Date opened: October 9, 2014
Date closed: October 23, 2014
Hours of work: 7.75 hour day shifts (10 shifts/2 weeks; 0745 to 1600)
Who can apply: Open to the public
Salary range: As per out of scope salary band
Competition number: **CO-43654-MH**
Department: Emergency Disaster Management

Responsibilities:

Reporting to the Director, Emergency/Disaster Management, the Emergency Management Officer (EMO) supports the education and training initiatives in response planning which includes hazard vulnerabilities, mitigation, planning and preparedness, training and exercising, incident command, emergency response exercises for management and teams and development and review of site emergency response codes. The EMO acts as an expert resource to all levels of management and staff during planning and incidents/events. The EMO will work with Alberta Health Services Emergency/Disaster Management program stakeholders during planning and activations of command posts, provide training and exercises and incorporate learning from past experience/events and make improvements to better position Covenant Health's emergency response plans. The position must also have strong clinical based knowledge to ensure theory and strategies are well aligned to response procedures and plans.

Qualifications:

- Minimum 2 year diploma in a related healthcare field required; diploma or degree in Emergency Disaster Management preferred
- Minimum 5 years of progressively responsible experience in a health care setting required (an equivalent combination of education and experience will be considered)
- Reviewing and/or developing Emergency Response Plans and Emergency Responses Codes required
- Facilitating and leading exercises related to Emergency Response Codes required
- Ability to recommend improvements to the Emergency Response Codes following the exercise or event
- Incident Command System (ICS) 100 Certification required; ICS 200 & 300 preferred (will support certification on the job)
- Knowledgeable in Emergency Disaster Management and business continuity
- Demonstrated skills and ability in facilitating and leading diverse groups (directly or indirectly) on multidisciplinary projects and teams
- Strong skills in communication, negotiation, organizational and priority setting
- Ability to make recommendations in numerous areas related to emergency/disaster planning initiatives.
- Experience with adult education delivery methods
- Good working knowledge of Microsoft Office, Visio and AV equipment
- Candidate must possess a valid driver's license (travel between Covenant Health sites is required)

When applying:

Please submit completed application and/or résumé by 2400 hours on the closing date, quoting the competition number to:

Strategic Recruitment & Workforce Planning

#121 West Annex, 16940 87 Avenue, Edmonton AB T5R 4H5

Email: careers@covenanthealth.ca

Please note: Only those candidates selected for an interview will be contacted. All employees new to Covenant Health must provide a criminal records check. Covenant Health is committed to an inclusive work environment and encourages all qualified individuals to apply. Participation in the Local Authorities Pension Plan may be a requirement for the successful applicant.