

Human Resources
750 S. Wolcott
Room: G-50
Chicago, IL 60612



Job Code: 8106
Grade: 24

Standard Job Description

Job Title
Director of Emergency Management

Department
Emergency Management

Job Summary

The Director of Emergency Management plans, organizes, implements, monitors and evaluates the Health & Hospitals System (CCHHS) Emergency Management program to provide for the safety and protection of people and property. Provides direction during disaster or emergency situations; interacts with other hospitals and government agencies in coordinating and integrating the response by the Cook County Health & Hospitals System to such disasters or emergency situations and performs related work as required. The Director, Emergency Management ensures CCHHS fulfills its responsibility as the Regional Coordinating Hospital and requirements by the Chicago Urban Area Threat and Hazard Identification and Risk Assessment (THIRA), Cook County Department of Homeland Security, State of Illinois Emergency Management Agency, and Federal Emergency Management Agency.

This position is exempt from Career Service under the CCHHS Personnel Rules.

General Administrative Responsibilities

Collective Bargaining

- Review applicable Collective Bargaining Agreements and consult with Labor Relations to generate management proposals
- Participate in collective bargaining negotiations, caucus discussions and working meetings

Discipline

- Document, recommend and effectuate discipline at all levels
- Work closely with labor relations and/or labor counsel to effectuate and enforce applicable Collective Bargaining Agreements
- Initiate, authorize and complete disciplinary action pursuant to CCHHS system rules, policies, procedures and provision of applicable collective bargaining agreements

Supervision

- Direct and effectuate CCHHS management policies and practices
- Access and proficiently navigate CCHHS records system to obtain and review information necessary to execute provisions of applicable collective bargaining agreements

Management

- Contribute to the management of CCHHS staff and CCHHS' systemic development and success
- Discuss and develop CCHHS system policy and procedure

General Administrative Responsibilities continued

- Consistently use independent judgment to identify operational staffing issues and needs and perform the following functions as necessary; hire, transfer, suspend, layoff, recall, promote, discharge, assign, direct or discipline employees pursuant to applicable Collective Bargaining Agreements
- Work with Labor Relations to discern past practice when necessary

Typical Duties

- Directs the management, planning, and implementation of policies, procedures, and standards to support the CCHHS Emergency Management program.
- Trains staff on the Hospital Incident Command System, (HICS).
- Remains current of emergency management preparedness methods and best practices, including industry, federal, regional, and local regulations, standards, and guidance governing hospital disaster preparedness and response including trends within the industry.
- Updates and publishes the Cook County Health & Hospitals System Emergency Management Plan.
- Keeps the Chief Operations Officer(s) and Executive Director, Facilities informed of activities or changes that could affect the likelihood of an emergency, as well as those that could affect response efforts and details of plan implementation.
- Consults and collaborates with CCHHS entity leadership to assess, implement procedures and monitor aspect of emergency management plan specific to entity.
- Consults with officials of local area hospitals, governments, and other institutions in order to determine their needs and capabilities in the event of a natural disaster or other emergency.
- Reviews and evaluates existing program, services, policies and procedures; makes recommendation when necessary to facilitate improved outcomes.
- Prepares plans that outline operating procedures to be used in preparedness and response to disasters and emergencies such as tornadoes, nuclear accidents, terrorist attacks, and in recovery from these events.
- Attends meetings, conferences, and workshops related to emergency management in order to learn new information and to develop working relationships with other emergency management personnel.
- Collaborates with other emergency coordinators in order to prepare and analyze damage assessments following disasters or emergencies.
- Coordinates disaster response or crisis management activities such as evacuations, and implementing special programs.
- Coordinates and performs at least two CCHHS Emergency exercises per calendar year to include external partners if no real events occur. This will test and evaluate the emergency management plan in accordance with Joint Commission standards.
- Ensures the Hospital Command Center and communication equipment are in good repair, and determines their operational and functional capabilities in emergency situations.
- Maintains the annual report on Emergency Management Plan and presents the report to the CCHHS Environment of Care Committee, Quality Committee and Quality Oversight for review as part of the Joint Commission Standards.
- Liaises with municipalities, county and state agencies, in order to facilitate plan development, response effort coordination of personnel and equipment. Acts as a point of contact for Regional Coordinating Hospital.

Typical Duties continued

- Chairs the Hospital Emergency Management Committee and attend other related sub-committee meetings as required; monitor the planning process and contribute ideas that will assist in effective management of the department.
- Performs other duties as needed to support the continuity of Emergency Management for CCHHS.

Reporting Relationships

Reports to the Executive Director of Facilities

Minimum Qualifications

- Bachelor's Degree from an accredited college or university.
- Five (5) years of experience in Hospital Emergency Management at a Manager or Director level.
- Prior experience in the implementation and training of a Hospital Incident Command System (HICS).
- Must be a Certified Healthcare Emergency Professional (CHEP).
- Completion of Federal Emergency Management Agency (FEMA) Independent Study (IC) courses IS-100.b, IS-700.a.

Preferred Qualifications

- Master's Degree in Emergency Management from an accredited college or university.
- Seven (7) years of Hospital Emergency Management experience.
- Certified Emergency Manager (CEM).
- Completion of a Master Exercise Practitioner Program (MEPP).

Knowledge, Skills, Abilities and Other Characteristics

- Knowledge of mitigation planning.
- Knowledge of Hazard Identification and Risk Assessment (HIRA).
- Knowledge of Cook County Emergency Management policies procedures.
- Knowledge of State of Illinois Emergency Management policies and procedures.
- Knowledge of Federal Emergency Management Agency policies and procedures.
- Extensive knowledge of Emergency Department: operations and regulations.
- Knowledge and familiarity with casualty management, health care systems and hospital administration.
- Extensive knowledge of EMS and Emergency Department: functions
- Excellent organizational, and facilitation skills.
- Strong leadership skills, interpersonal skills, and consensus-building skills
- Excellent verbal and written communication skills necessary to communicate with all levels of staff and a patient population composed of diverse cultures and age groups
- Demonstrate attention to detail, accuracy and precision
- Ability to prioritize, plan and organize projects and tasks

Physical and Environmental Demands

This position is functioning within a healthcare environment. The incumbent is responsible for adherence to all hospital and department specific safety requirements. This includes but is not limited to the following policies and procedures: complying with Personal Protective Equipment requirements, hand washing and sanitizing practices, complying with department specific engineering and work practice controls and any other work area safety precautions as specified by hospital wide policy and departmental procedures.

The above statements are intended to describe the general nature and level of work being performed by people assigned to this classification. They are not intended to be construed as an exhaustive list of all responsibilities, duties and skills required of the personnel so classified.

For purposes of the American with Disabilities Act, “Typical Duties” are essential job functions.

Approval:

_____ Date
Samuel Williams
Executive Director of Facilities

Approval:

_____ Date
Barbara Pryor
Deputy Chief of Human Resources