

Corporate Emergency Preparedness Specialist

Orlando Health, Inc. (Hospital System) has 2 openings for Corporate Emergency Preparedness Specialists in the Orlando, Florida area. Both positions are fulltime hourly nonexempt and will report directly to the Manager, Emergency Preparedness. These position postings will be open through the end of January (1/31/2017). Interested candidates must apply online; the following are the links to the positions:

<https://www.jobsatorlandohealth.com/job/orlando/emergency-preparedness-spec/861/3680901>

<https://www.jobsatorlandohealth.com/job/orlando/emergency-preparedness-spec/861/3680895>

Orlando Health is currently looking for Corporate Emergency Preparedness Specialist. The responsibilities may include research; drafting presentations and reports; analyzing data; preparing correspondence and outreach documents; and supporting the development of plans and emergency preparedness exercise materials to comply with requirements from regulatory agencies, including The Joint Commission, Agency for Healthcare Administration (AHCA), Dept. of Health (DOH) Trauma Program, National Incident Management System (NIMS) and Dept. of Homeland Security.

Assists with the development of a system-wide comprehensive emergency management plan and emergency operations plans

Assists with system-wide solutions and coordinates emergency preparedness activities to include planning; training and education; response; recovery, and mitigation efforts.

Coordinates and maintains the logistical needs to meet the requirements for rapid deployment of supplies in an emergency.

Assists in oversight and implementation of system-wide solutions to providing timely and effective emergency preparedness.

Coordinates implementation of Incident Command System (ICS)/Hospital ICS

Assists with the management of the annual State of Florida Emergency Preparedness ASPR grant contract.

Education/Training - Associate's degree in Emergency Management, Criminal Justice, Public Administration, Public Safety, Security, Safety, or closely related field required.

Experience - Two (2) years of experience in emergency management/preparedness, security, fire safety, or safety. Knowledge of hospital emergency management, safety, security, and The Joint Commission, and homeland security guidelines (local, regional state, federal, and accreditation). Experience in program development, program implementation, training/development, training implementation, conducting training, customer service, auditing, and inspections. Microsoft office products specifically Excel, Word, or PowerPoint; or related experience required.