



JOB DESCRIPTION

JOB TITLE: Emergency Program Coordinator

EFFECTIVE DATE: April 2016

DEPARTMENT: Independent Living

REPORTS TO: Director of Independent Living

STATUS: Full-time; hourly, non-exempt

Position summary:

Focuses on providing education to the disability community around personal preparedness for disasters/emergencies. This can include workshops to assist individuals with completing their own emergency plan, providing education on how to be prepared and understanding our personal responsibilities in this area. Act as a liaison with local governments in The IC catchment areas to advocate for emergency needs for people with disabilities both in the preparation for an emergency and during as needed. May work to create a statewide group of disability-competent emergency coordinators with the Governor, members of the Legislature and other public policy makers.

Minimum Qualifications:

- BS degree in Business Administration, Emergency Management, Public Administration, Social Work or related field, **OR** experience with disaster life cycle planning for people with disabilities.
- Familiarization with the disability issues that arise in disaster situations.
- Familiarization with Chapter 7, Title II, ADA requirements.
- Ability to build strategic relationships and partnerships with a diverse range of stakeholders to include consumers, program managers, administrators, senior executives, local, state, and federal officials.
- Experience and a desire to work with people with disabilities.
- Demonstrates The IC's core values of Inclusiveness, Flexibility, Person First, Accountability, and Integrity.

Essential Functions/Areas of Accountability:

1. Ensure the philosophy, mission and goals of the independent living program are maintained.
2. Recruit volunteers from the disability community to implement Consumer Advisory Groups to assist with community preparedness planning and work with local governments in The IC catchment areas for the purposes of inclusive emergency management exercises and to act as a liaison during actual emergencies to represent the needs of people with disabilities.
3. Develop and implement emergency preparedness workshops to help people with disabilities and their families or close friends make disaster plans.
4. Develop and implement workshops that focus on building relationships and cross organizational understanding to enhance both the emergency planning community and disability preparedness.
5. Audit current City, County, and State emergency operation plans and make recommendations which facilitate inclusive disaster planning for and with people with disabilities.
6. Work with emergency operations staff in each of the counties we serve, as well as the city or other government agencies that offer emergency services, to understand and include the needs of people with disabilities.

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7. Work in conjunction with The IC ADA Coordinator to assist American Red Cross with identifying ADA compliant shelters and help align resources where gaps are identified.
8. Attend weekly IL staff meetings as pertinent to communicate and collaborate with IL staff.
9. Maintain confidentiality as outlined in the employee handbook.
10. Responsible for entering documentation into Services database as those activities relate to emergency planning and consumers to meet Agency and State regulatory requirements.

Skills and Abilities:

- Experience with a disability and knowledge of the Independent living movement is desirable.
- Ability to network and assess the community for barriers to people with disabilities.
- The capacity to empower individuals with disabilities to advocate for themselves.
- Ability to multi-task in a fast paced/crisis environment.
- Ability to conduct professional presentations to small or large audiences.
- Able to work with minimum supervision.

- Proficient with computer, including, Word, Excel, Power Point, and Outlook.
- Ability to write routine reports, assessments and related correspondence.
- Excellent interpersonal and communication skills.
- Ability to identify new opportunities which may facilitate overall program success
- Ability to prioritize competing tasks.

Physical/Environmental Requirements:

- When in the office, the work requires ongoing computer use and extended amount of time sitting or standing.
- Occasional regional travel is required. The ability to arrange transportation and travel independently including the ability to travel freely throughout El Paso, Teller, Kit Carson, Park, Lincoln, and Cheyenne counties to provide advocacy and training.
- Reasonable accommodations may be made to enable a qualified candidate with a disability to perform the essential functions of the job.

This position may also require the performance of other duties as assigned.

If you are qualified and wish to apply please route your resume and salary expectations along with a cover letter addressing your alignment with the minimum qualifications to hrresumes@the-ic.org. Responses must be received by May 10, 2016.

EQUAL OPPORTUNITY: *The Independence Center adheres to a policy of equal opportunity and non-discrimination, as explained in its employee handbook, to all eligible participants regardless of age, sex, color, ethnic origin, national origin, religion, sexual orientation, political affiliation, marital status, parental status, or disability. Reasonable accommodations may be made to empower the most qualified candidate with a disability to perform the essential functions of this position.*