

JOB VACANCY ANNOUNCEMENT

Opening Date: October 3, 2017

Closing Date: Until Filled

Position:

**CERT PRN Training
Coordinator (On-Call)
(revised)**

Reports to:

Director of Nursing

Salary/Wage: Grade 11; \$29.95-\$33.07/hour and up DOE

Department: Nursing

Hours: Varies depending on schedule

Location: ASNA

Position Summary

The CERT (Citizen Emergency Response Team) PRN Training Coordinator will be responsible for organizing both a CERT (Adult) and CERT TEEN program. This will include but is not limited to program grant writing and reporting and organizational structural oversight and training of CERT Members. Duties will also include coordinating and reporting with local/state/federal partners concerning the CERT program; coordinating and leading the CERT members to achieve objectives as assigned by the Hospital Command Center in both hospital/community emergency preparedness exercises and real world emergencies as they arise. This position will report to the Director of Nursing but will be under the guidance of the Manger of Emergency Preparedness for Samuel Simmonds Memorial Hospital.

Licensure/Certification/Registration

ICS 100 (any subpart) required.

ICS 200 (any subpart) required.

ICS 700 (any subpart) required.

IS 317: Introduction to Community Emergency Response Teams preferred, required within 6 months of hire.

BLS certification preferred at time of hire; or completed within 6 months of hire required.

CPI Certification preferred at time of hire; or completed within 6 months of hire required.

AtHoc Operator Certification preferred at time of hire; or completed within 6 months of hire required.

E0427 Community Emergency Response Team (CERT) Program Manager required within 1 year of hire

E0428 Community Emergency Response Team (CERT) Train the Trainer required within 1 year of hire

BLS Instructor Certification within 1 year of hire.

Education

High School graduate or GED Required.

Associates or Bachelor's Degree in Emergency Management preferred.

Experience

1-year experience full time in emergency management or 2 years part time preferred.

Knowledge/Skills/Abilities

Fluent in English both verbally and written required; ability to communicate in Inupiaq preferred. Ability to use PC computer (Microsoft Word, Excel, Power Point).

Degree of Supervision Required

Able to work with minimal supervision under the Director of Nursing, and guidance of the Manager of Emergency Preparedness.

Orientation Period

Based on experience and continuous assessment of progress Director of Nursing and Manager of Emergency Preparedness; orientation will be variable based on assessment but will be at least 30 days.

Contact: Human Resources Department, Arctic Slope Native Association, Ltd.
PO Box 29 * Barrow, AK 99723 * 907.852.9204 * FAX 907.852.6217

This vacancy announcement has been designed to indicate the general nature and level of work performed by employees within this classification. It is not designed to contain or be interpreted as a comprehensive inventory of all duties, responsibilities and qualifications required of employees assigned to the job.

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