

Training and Exercise Coordinator

AdCare Educational Institute (AEI) of Maine, Inc., working with the Maine Department of Health and Human Services (DHHS), Maine Center for Disease Control and Prevention, announces a full time position for a statewide Training and Exercise Coordinator. The position requires a strong organizer/trainer with demonstrated interest in emergency preparedness and response as well as public health to fill the position of Training and Exercise Coordinator who is responsible for planning, coordinating, and facilitating and reporting on Homeland Security Exercise and Evaluation Program (HSEEP) exercises and associated trainings.

Preference will be given to applicants with experience in organizing large, complex and multi-faceted exercises; experience in using the Homeland Security Exercise and Evaluation Program (HSEEP) to plan, conduct and evaluate exercises; experience in coordinating and conducting training programs for public health and medical volunteers; candidates who have completed the HSEEP training course; individuals with demonstrated knowledge of the State of Maine's public health and healthcare emergency preparedness systems; and knowledge of and experience with Incident Command Systems and Emergency Operation Coordination.

This position is based within AEI of Maine, Inc. with a strong collaborative relationship with the Maine CDC, Office of Public Health Emergency Preparedness, Maine DHHS. AdCare Educational Institute of Maine, Inc. is an AA/EEO Employer. Women, minorities, veterans, and people with disabilities are strongly encouraged to apply. Excellent compensation and benefit package offered.

To request a complete job description or submit a resume and cover letter, contact:

Tammy McLaughlin

Director of Special Projects

AdCare Educational Institute of Maine, Inc.

PO Box 4839, Augusta, ME 04330

TEL# 207-626-3615

FAX# 207-621-2550

TTY# 711

JOB INFORMATION

Organization Name: AdCare Educational Institute of Maine, Inc. in cooperation with Maine CDC, Office of Public Health Emergency Preparedness.

Title: Training and Exercise Coordinator

Full-time/Part-time: Full-Time

Salary: \$38,000-\$41,000 to reflect experience

City/Town Location: Augusta

Facility Location:

AdCare Educational Institute of Maine, 6 East Chestnut Street, Augusta, ME
Maine CDC, Public Health Emergency Preparedness, 286 Water St., Augusta, ME

Application Deadline: Wednesday – December 24, 2014

Duties:

AdCare Educational Institute of Maine is seeking a strong disaster preparedness / public health educator with demonstrated interest in disaster preparedness and response training and exercise coordination to fill the position of Training and Exercise Coordinator. This position requires an individual to work in collaboration with public health emergency preparedness programs and staff within the Division of Public Health Systems in order to assure Maine meets all of its federal exercise and training requirements. The Exercise and Training Coordinator will be responsible for planning, coordinating, and facilitating Homeland Security Exercise and Evaluation Program (HSEEP) exercises and associated trainings for the Public Health Emergency Preparedness Program, Healthcare System Preparedness Program, and the Strategic National Stockpile Program. The Exercise and Training Coordinator is also expected to coordinate statewide and/or regional exercises and trainings in collaboration with external emergency preparedness partners such as: the Maine Emergency Management Agency, Emergency Medical Services, Federally Qualified Health Centers, Maine Army National Guard, Hospitals, Long Term Care Facilities, local Health Departments, and Community-Based Organizations, as directed by AdCare in coordination with Maine CDC leadership.

Specific Duties include:

- Organize and lead work with internal and external stakeholders to develop a Multiyear Training and Exercise Plan that fulfills the requirements established in the National Bioterrorism Hospital Preparedness Program and Public Health Emergency Preparedness Funding Opportunity Announcement
- Serve as the back-up Logistics Section Chief in the Public Health Emergency Operations upon activation, or assigned to other EOC position as required by the PHEP Director
- Organize, develop, facilitate and evaluate HSEEP compliant exercises and trainings for Maine CDC, including external partners
- Develop HSEEP After Action reports and Improvement Plans (AAR/IP) for exercises and real events
- Work with state and local ICS training consultants to ensure Maine CDC personnel complete required ICS/NIMS training courses and capture completed training certificates into a tracking database to report quarterly
- Conduct surveys, interviews, and research with state and local emergency response organizations to assess needs and requirements for specialized exercises and training
- Complete annual National Incident Management System (NIMS) and Incident Command System (ICS) Report
- Submit appropriate documents into federal reporting system such as PERFORMS and LLIS

- Collaborate with Maine CDC Emergency Preparedness Program to enhance the networking capacity and training of health care professionals. Offer subject matter trainings as requested
- Support the development of regional disaster response plans in collaboration with Maine's three healthcare Coalitions and at behavioral health provider organizations that are integrated with current JCAHO requirements but also with the National Response Plan and with priorities as specified by Maine CDC Emergency Planning, including full implementation of NIMS
- Attend all relevant meetings with Maine CDC Public Health Emergency Preparedness Program at Maine CDC as well as Emergency Planning and MEMA
- Perform duties assigned by the Maine CDC Public Health Emergency Preparedness Director during public health emergency response and recovery operations
- Participate as Maine CDC representative for training and exercise coordination in regional and community trainings, planning sessions, drills and exercises
- Perform other duties as requested

Supervision:

S/he will be supervised administratively by AdCare Educational Institute of Maine, Inc. The individual will work under the programmatic guidance of AdCare in cooperation with the Maine CDC, Public Health Emergency Preparedness.

Qualifications:

REQUIRED WORK EXPERIENCE: At least three years of full-time, or equivalent part-time, professional experience in disaster preparedness and/or response and/or public health preparedness/response. Based on assignment, preference will be given to individuals with at least two years of experience in a project coordinator/management capacity.

- Based on assignment, travel will be required. Employees who use a motor vehicle for travel must have a current and valid Maine Class D Motor Vehicle Operator's license or the equivalent from another state.

Preferred Qualifications:

- Familiarity with all hazards disaster planning, state emergency management response, national response plan
- Familiarity with issues for health care providers in all hazards planning and response
- Excellent communication and teaching skills
- Experience in policy, procedure, and protocol development and writing response plans
- Foundational understanding of Incident Command System and National Incident Management System, and other relevant FEMA trainings including: IS-100, IS-200, IS-300, IS-400, IS-700, and IS-800
- Completion of FEMA and HICS Logistic Section Chief training
- Familiarity with Maine's public health infrastructure
- Administrative experience in grants management and reporting

ADDITIONAL ELIGIBILITY REQUIREMENTS: A prospective employee must pass a Criminal Background Record check. If in recovery, a prospective employee is required to have a minimum of two years' abstinence.

Application Instructions:

Mail cover letter and resume to:

Tammy McLaughlin
Director of Special Projects
AdCare Educational Institute of Maine, Inc.
PO Box 4839, Augusta, ME 04330
TEL# 207-626.3615
FAX# 207-621-2550
TTY# 711