

BOSTON PUBLIC HEALTH COMMISSION

JOB TITLE: Associate Director / Response Training

POSITION #: 50075512

PROGRAM: Boston EMS/ DelValle Institute for Emergency Preparedness

SALARY: \$58,000 - \$78,000 annualized, DOE

POSTING DATES: February 18 – 22, 2008

HOURS: 35 Hours per Week M-F

DUTIES: Responsible for developing, implementing and supervising multiple training and education programs in fulfillment of the Institute's mission, including competency-based training programs for Boston area audiences to enhance preparedness and response capacities of the Boston community, including but not limited to: public health, healthcare, and public safety personnel. Associate Director will hold primary responsibility for a significant portion of the Institute's programming, in Response Training Section. Research and develop new programs, curricula, and educational products in response to community needs, contractual obligations and organizational goals, employing state-of-the-art technologies and creative training methodologies; ensure that courses meet accreditation standards. Conduct trainings in a variety of technical and management topics related to emergency preparedness. Operationally manage and report on DelValle courses and deliverables, evaluating overall program efficacy, achievement of training goals and objectives, and implementation of DelValle work plan. Manage promotion and marketing for Institute trainings and courses utilizing creative marketing pathways, ensuring that Institute courses are well publicized and well attended. Provide technical expertise to BPHC, hospitals and others in areas of specialty such as incident command, emergency response plan development; selection of personal protective equipment, decontamination systems and techniques, & other identified needs. Represent DelValle on local and statewide committees and workgroups. Ensure conformity of DelValle activities to meet fiscal and programmatic requirements set forth by funding sources. Participate in quantitative and qualitative evaluation activities to measure the effectiveness of training and education programs and ensure accurate, professional and high quality replication of course curriculum. Coordinate scheduling of staff and outside instructors. Supervise professional educators and other staff, as assigned. Core competencies include, among others, the ability to: describe the agency role and chain of command in emergency response; demonstrate her/his role in regular drills; and recognize deviations from the norm that might indicate an emergency and take/ facilitate appropriate action(s) such as communicating clearly within the chain of command. Performs other duties as required.

MINIMUM QUALIFICATIONS:

BA/BS required; preferred fields of study include public health, occupational safety and/or health, industrial hygiene, chemistry, physics, chemical, mechanical or sanitary engineering, environmental science, nursing, medicine, biology or related fields.

An advanced degree in public health, education, or a related field is strongly preferred.

Minimum 5 years of progressive experience in an education/training setting required, as is previous experience supervising staff.

Certification in a related area of specialty is strongly preferred, such as Office of Domestic Preparedness Instructor, Certified Hazardous Materials Manager, Hazardous Materials Operations or Technician Level, OSHA Industrial Safety Compliance Trainer, Emergency Medical Technician, or Paramedic; or extensive experience in a related area such as public health preparedness or hospital emergency planning.

Demonstrated expertise in design, development, implementation, monitoring and evaluation of training programs and corresponding curricula; proficiency with adult learning principles and participatory training techniques; demonstrated experience conducting and facilitating training; experience designing and implementing curricula in public health, public safety and/or emergency preparedness and response is strongly preferred. Highly developed written and verbal communication skills are required, as is the ability to work collaboratively with others while under pressure. Highly developed conceptual and analytical skills required, as are strong managerial and organizational skills. Knowledge of public health and emergency preparedness response systems in Metropolitan Boston and familiarity with Boston, its neighborhoods and customs is strongly preferred.

This position requires direct client/patient contact and as a result of such direct contact, certain immunizations will be recommended and/or required prior to commencement of employment duties.

A Criminal Offenders Records Information request must be completed for this position. However, a record is not an automatic bar to employment but is reviewed in relation to the job applied for.

Boston Residency Required, or willingness to relocate.

INTERESTED CANDIDATES SHOULD SUBMIT APPLICATIONS OR RESUMES TO:

BOSTON PUBLIC HEALTH COMMISSION www.bphc.org

PHC REQ #: 2772

HUMAN RESOURCES - 6TH FLOOR

1010 MASS. AVE.,

BOSTON, MA. 02118

FAX: (617) 534-2418

The Boston Public Health Commission is an Equal Opportunity Employer