

KAWERAK POSITION DESCRIPTION

DIVISION: Natural Resources Division
JOB TITLE: Emergency Preparedness Specialist
POSITION STATUS: Regular, full-time
EXEMPT STATUS: Non-Exempt
PAY SCALE RANGE: 11-12-13
REPORTS TO: Environmental Program Director

This position provides the resources to assist tribes within the Bering Strait region to develop emergency response plans and coordinate the Incident Command System training. The Emergency Preparedness Specialist will also be the Kawerak point of contact for tribal emergency calls, when possible, and help direct them to resources for help in emergency situations. The program will provide technical assistance to regional environmental staff.

BRIEF SUMMARY OF JOB RESPONSIBILITIES

1. Familiarize self with the national, state, local and emergency response resources. Assist supervisor with program planning and development and ensure implementation of the goals and objectives of the program.
2. Develop and submit program and grant reports on time as required by Kawerak and funding agency.
3. Submit follow up grant proposals to continue program, as needed, and research other funding opportunities for emergency preparedness.
4. Develop & update outreach tools which improve the delivery and coordination of services among the tribes, agencies and communities in the region. Promote the program through a comprehensive public information campaign to broaden the awareness of emergency preparedness issues.
5. Field emergency calls, when possible and appropriate, and provide technical support to tribes during emergencies.
6. Be able to direct tribes to federal, state, and private resources to assist before, during and after an emergency incident.
7. Assist tribes in developing such emergency plans as the Small Community Emergency Response Plans, Emergency Operations Plans, or Hazard Mitigation Plans.
8. Coordinate efforts to ensure tribes receive Incident Command System training.
9. Assess tribal needs for emergency preparedness supplies, exercises or trainings.
10. Work with the Local Emergency Planning Committee and strengthen tribal participation.
11. Provide coordination and logistical support for community meetings, regional education and outreach.
12. Travel to villages in the Bering Strait region for outreach, education and training. Travel outside of the region for proper employee training on developing the program.
13. Other duties as assigned by supervisor.

QUALIFICATIONS:

1. Associates degree, or two years of responsible work experience in the field.
2. HAZWOPER and Oil Spill Response certification preferred.
3. Must possess strong written, organizational and oral communication skills.
4. Must possess basic computer knowledge and skills in Windows, Internet, Microsoft Excel and Word.
5. Must be willing and able to travel.
6. Experience in cross-cultural and rural settings preferred as well as the ability to work with agencies in a professional way.
7. Facilitation skills or public speaking preferred.
8. Must be willing to attend evening and weekend functions as required.
9. Must be dependable, self motivated and able to work with minimal supervision.