

Job Description
Job Summary Responsible for supporting the development and management of the Medical System's Comprehensive Healthcare Readiness Program, including system-wide Business Continuity and Emergency Preparedness initiatives. Provides direct support to Incident Command leadership during critical events, collaborating with local hospital incident command teams, emergency managers, safety officers, regulatory leaders, and IT cybersecurity to ensure a cohesive and comprehensive emergency management approach. Direct report to the Vice President, System Readiness.

Primary Responsibilities The following statements are intended to describe the general nature and level of work being performed by people assigned to this classification. They are not to be construed as an exhaustive list of all job responsibilities performed.

Support the development, implementation, and ongoing execution of a corporate-level comprehensive healthcare system readiness program. Assist facility emergency managers in developing and maintaining comprehensive emergency preparedness programs that comply with Joint Commission and Centers for Medicare & Medicaid Services (CMS) standards while aligning with System-wide policies. Support the development, implementation, maintenance, and management of a system-wide Business Continuity Program (BCP), which includes supporting and implementing IT Downtime procedures for critical systems, consistent with corporate business continuity standards. Conduct annual hazard vulnerability assessments for all hazard incidents and adjust plans accordingly. Develop, conduct, and participate in emergency preparedness exercises (discussion-based and operational) to ensure system-wide preparedness for various incidents. Support the development of after-action reports and improvement plans. Develop and implement training materials and exercises that prepare the organization for potential incidents, integrating these processes into daily operational activities. Support the response to actual incidents and emergencies and serve in an on-call emergency management role. Perform assigned incident command role during drills, exercises, and real-world emergencies. Coordinate the use and routine testing of all disaster-related equipment. Conduct post-event assessments, including after-action reports and improvement plans, and support a System-wide corrective action program. Support grant

application development and post-award grant management. Assist in developing protocols to ensure services are delivered equitably, impartially, consistently, and ethically, while adhering to legal standards in the aftermath of any disaster. Create status reports and data analytics that assess business preparedness, capabilities, and recovery potential, and compile management summary reports. Analyze and report on implications of regulatory/audit requirements and industry guidance on business continuity plans and emergency operations. Prepare agendas, take meeting notes, and schedule meetings as needed to effectively manage projects. Perform other duties as assigned.

Qualifications

Education & Experience - Required Bachelor's degree in Emergency Management, Public Health, or related field, or the equivalent combination of education, training and experience. 7 years of professional experience in healthcare emergency management, public health preparedness, or general emergency management.

Education & Experience - Preferred Master's degree in Emergency Management, Public Health, or related field. Knowledge of Maryland emergency management systems and hospital operations. Clinical experience in hospital or pre-hospital setting.

Knowledge, Skills, & Abilities Working knowledge in emergency management, planning, training, exercises, hazard vulnerability assessments, and business and operational continuity. Working knowledge of emergency management frameworks and healthcare emergency preparedness standards. Familiarity with applicable federal and state laws, rules and regulations that govern healthcare emergency preparedness (e.g., The Joint Commission, Centers for Medicare & Medicaid Services Emergency Preparedness, etc.). Effective skill interpreting and applying federal, state, and local laws, rules, and regulations, and standards to healthcare emergency management. Working knowledge of Hospital Incident Command System principles and documentation. Working knowledge of safety standards, procedures, and precautions for emergency response activities, hazardous materials management, and environmental safety. Familiarity with educational program methods, techniques and best practices. Advanced skill creating lesson plans, coordinating courses, and assisting/conducting realistic simulated training. Ability to clearly convey complex concepts both orally and in writing, including delivering presentations and briefings to

senior executives and speaking at public events. Ability to analyze problems, evaluate alternative solutions, anticipate potential outcomes, and implement recommendations efficiently to achieve program objectives. Working knowledge of specialized programs utilized by emergency operations entities, such as WebEOC and Everbridge. Ability to respond quickly, calmly, and confidently in emergency situations. Ability to collect, analyze, and evaluate data related to emergency preparedness and response. Effective skill evaluating and making informed recommendations regarding emergency management issues. Advanced analytical, critical thinking, planning, organizational, and problem-solving skills. Effective skill developing and maintaining collaborative working relationships with all levels of leadership, staff and others. Advanced skill in the use of Microsoft Office Suite (e.g., Word, Excel, PowerPoint). Advanced verbal, written, and interpersonal communication skills.

Additional Information All your information will be kept confidential according to EEO guidelines.

Compensation Pay Range: 44.76-53.03 Other Compensation (if applicable): Review the 2024-2025 UMMS Benefits Guide