



Emergency Preparedness Program Manager

The Health Education and Training Center

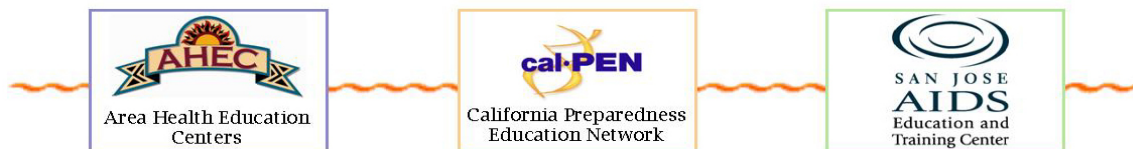
<http://www.chpscc.org/HealthEducationandTrainingCenter.htm>, a division of the Community Health Partnership of Santa Clara County, is recruiting a program manager for emergency preparedness programs for health care providers and institutions. The Partnership is a non-profit organization dedicated to strengthening the healthcare safety net for the medically underserved. The program manager will market, coordinate and evaluate California Preparedness Education Network (calPEN) training health programs around the Bay Area. The program manager will also provide technical assistance to community health clinics on emergency preparedness issues.

The ideal candidate will:

- be a creative self starter with the proven ability to get the job done
- be comfortable with multi-tasking
- have demonstrated the ability to work independently and as a member of a team
- have program management experience
- have knowledge of and experience with training programs for health professionals
- possess excellent skills in marketing and public relations
- communicate effectively both verbally and in writing
- have experience managing consultants and staff effectively
- possess a bachelor degree and experience in a health related field (master degree preferred)
- have knowledge of and/or experience with emergency preparedness programs and
- have knowledge of and experience with program evaluation

Responsibilities:

- Manage program budget effectively
- Supervise assistant coordinator, consultants and interns
- Assess clinician emergency preparedness needs and develop programs to address these needs
- Develop and implement systems to effectively monitor and evaluate programs
- Report activities to funders within required time frame



- Develop, implement and evaluate effective strategies to market training programs to health care providers
- Recruit, assess and supervise appropriate training faculty
- Ensure training activities are of high quality and achieve training objectives
- Ensure accurate and complete forms and records are collected from all trainings
- Support faculty to deliver accurate and up-to-date trainings using approved slides
- Ensure that trainings meet continuing education requirements
- Facilitate timely provision of continuing education credits for training participants
- Ensure that training participants are provided with appropriate and accurate handouts to accompany all trainings
- Participate in network-wide curriculum development, marketing, and training activities as needed
- Facilitate Community Clinic Emergency Preparedness Task Force meetings
- Represent Partnership in state-wide meetings related to emergency preparedness
- Coordinate clinician participation in disaster response drills
- Provide technical assistance to community clinics on issues such as hazard vulnerability assessment and emergency plan development

Candidate must be willing to travel, have reliable transportation and possess a valid CA driver license.

This is a full-time staff position with excellent benefits, based in San Jose, CA. Salary is \$45-60K/year, based on skills and experience. Position is available October 2005.

To apply, send cover letter and resume to: jobs@chpscc.org. Do not send attachments, include letter and resume in body of email. Put "Emergency Preparedness Program Manager" in subject heading.