Emergency Specialist

Closing Date: Open Until Filled
Classification: Exempt
Department: Community Services
Reports To: Associate Director of Community Services
Salary Range: $80,912 - $85,063.056 annually (DOE)

PURPOSE:

The Emergency Specialist, under the direction of the **Associate Director of Community Services** leads the organization's emergency preparedness, response, and recovery, and reporting functions, with a focus on ensuring individuals with disabilities are included and prioritized in local emergency planning and disaster response systems. This role serves as a key liaison between Westside Regional Center (WRC), local emergency operations agencies, first responders, and the disability community partners, ensuring accessible, coordinated, and effective emergency services for individuals supported by WRC. The Emergency Specialist, plays a vital role in assisting and supporting individuals and families served by, and employees of, Westside Regional Center (WRC) in responding to emergent needs resulting from any disaster and/or emergency, whether natural and/or man-made. This is accomplished in partnership with local and government agencies through the State's Emergency Management System (SEMS) structure, and by providing excellent planning, training, preparedness, response and recovery services.

Key Responsibilities:

Preparedness:

- Develop, maintain, and update WRC's emergency preparedness plans specific to the needs of individuals with disabilities, and employees of WRC.
- Conduct risk assessments and gap analysis related to disability inclusive emergency planning.
- Design and deliver training and outreach programs for staff, partner agencies, service providers, on accessible emergency preparedness.
- Build and maintain relationships with state and local emergency management offices, Centers for Independent Living, and disability service providers.
- Collaborate with other RC Everbridge Mass Notification users to ensure the maintenance, utilization, testing, and ongoing reviews of the system are completed.
- Coordinate WRC emergency activities including but not limited to a variety of mitigation, preparation, response and recovery programs.
- Collaborate with local utility companies to determine their plans or assist with plan development in the case of a planned outage/shutoff, other related event or disaster/emergency response impacting WRC community.
- Consult in the development of educational materials and conduct presentations for RC employees, clients, parents and service providers on emergency preparedness.

- Participate in interagency local and state disaster planning meetings, local groups, workgroups, task force meetings on behalf of the RC to promote awareness of individuals served and their unique needs and to seek inclusion of regional center consumers in community planning.
- Conduct tabletop exercises with various scenarios with service providers and other community agency involvement to identify gaps in preparedness, and ways to address them.
- Complete and maintain satellite phone testing requirements.
- Train RC employees as backup and redundancy users.
- Collaborate in the development of training plans for various stakeholders.
- Recruit and train a core management group to staff the RC's Emergency Operations Center (EOC) or be the primary employees responsible for emergency response at WRC.

Response:

- Serve as the organization's point of contact during activated emergencies, disasters, or public health crises impacting WRC community and employees.
- Respond to the range of disasters and emergencies that may occur in WRC's catchment area on short notice.
- Assist in the provision of mutual aid and assistance to other requesting RC's as resources are available and when directed by those with supervising authority at assigned RC.
- Coordinate real-time response efforts to ensure and amplify emergency information related to accessible communication, evacuation, sheltering, and service continuity for individuals served by WRC.
- Liaise with local Emergency Operations Centers (EOC) and relevant task forces during activations.
- Provide technical planning assistance to local, state and federal agencies and other community partners and create a community resource list for individuals served during an emergency.
- Provide ongoing and consistent updates throughout any emergency event to RC executives and DDS emergency preparedness unit.
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Recovery

- Support individuals and families served by WRC with navigating post-disaster recovery resources, including FEMA and state assistance programs.
- Track unmet needs and coordinate long-term recovery case management referrals.
- Evaluate response and recovery efforts to identify lessons learned and improve future planning by completing an after-action report summary for RC executives following emergency events within WRC's catchment areas.

Administrative tasks:

- Completion of various required forms and reports.
- Create and maintain WRC's Emergency Operations Plan (EOP).
- Participate in Regional Centers Emergency Operations Center training which includes all aspects of the operations within the EOC to maintain records of meetings.

- Develop internal RC documents for use in emergency preparation, response and recovery efforts.
- Other duties as assigned relating to safety and emergency response.

REQUIREMENTS:

Knowledge of:

- Knowledge of state and federal regulations, as well as local government requirements in relation to declared emergencies and recovery programs.
- Emergency Services Act (ESA); Incident Command Systems (ICS); Standardized Emergency Management System/National Incident Management System (SEMS/NIMS); Emergency Support Functions (ESF); Recovery Support Functions (RSF); Emergency Management Mutual Aid (EMMA); Hazard Mitigation Plans (HMP); Emergency Communications Systems (Everbridge), or the ability to establish basic knowledge of the beforementioned.
- Knowledge of disability rights, accessibility standards, and inclusive emergency planning practices.
- Experience working directly with individuals with disabilities or disability-serving organizations.

Education:

Sufficient education, training, and experience to successfully perform duties. A typical way of obtaining the required qualifications is:

- Bachelor’s degree in emergency management, Public Health, Social Work, Public Administration, or related field (or equivalent combination of education and experience).
- 3 years of experience in emergency management, disaster response, or a related field.
- Strong written and verbal communication skills
- Ability with irregular hours during response.

License Or Certificate:

- Possession of a valid California driver's license.
- FEMA certifications (e.g., IS-100, IS-200, IS 700, IS-800)

Ability to:

- Skillfully navigate required activities which may include public speaking, manage public relations and manage event development.
- Possesses good organizational skills and the ability to communicate clearly, concisely, and effectively both verbally and in writing.
- Work well with others as a contributing team member, as well as working independently, and working under changing priorities and extreme time constraints.
- Possesses an attitude of self-sufficiency needed to overcome challenges when support from others may be unavailable.
- Ability to handle change well and be flexible and adaptable in dealing with emergencies, new priorities or assignments.

- Use a computer, particularly Microsoft Word, Excel and the ability to learn new medical management applications quickly.
- Work effectively with people of diverse races, ethnicities, ages and sexual orientations in a multicultural environment.

Additional Qualifications:

- **Bilingual (Spanish/English) preferred**
- Experience working in a healthcare, nonprofit, or public-serving organization preferred

WORK ENVIRONMENT & CONDITIONS

This position is based in the office onsite daily. This is a full time, non-exempt role and hours may vary based on the needs of the Westside Regional Center.

- Onsite during probation with potential limited flexibility based on business needs
- May require occasional extended hours for urgent matters related to Westside Regional Center in response to emergency/disaster situations.

Physical Requirements & Travel

- Ability to remain in a stationary position (seated or standing) for extended periods while working at a computer
- Ability to move throughout the office to access files, attend meetings, and engage with staff and visitors
- Ability to **lift, push, pull, and carry up to 25–30 pounds** occasionally (files, office supplies, equipment)
- Work performed in a professional office environment with standard and bright overhead lighting and outside environment including inclement weather and enduring austere conditions.
- Local travel may be required within the WRC service area
- Must maintain a **valid California Driver's License**, reliable transportation, and **active automobile insurance** throughout employment
- Reasonable accommodations will be made for individuals with disabilities to perform essential job functions

WRC is an equal opportunity employer. Further, WRC will consider for employment qualified applicants with criminal histories in a manner consistent with the requirements of the City of Los Angeles' Fair Chance Initiative for Hiring Ordinance.

Apply at Jobs-WRC@WestsideRC.org and reference the title of the position in your email.