



DEPT OF HEALTH/MENTAL HYGIENE
Job Posting Notice

Job ID 297230 **# of Positions** 1

Business Title Field Operations Training Coordinator, Bureau of Emergency Field Operations

Civil Service Title PUBLIC HEALTH EMERGENCY PREPAR

Title Code No 51197 **Level** 01

Title Classification Non-Competitive

Proposed Salary Range \$ 45,250.00 - \$ 72,000.00 (Annual)

Work Location 42-09 28th Street

Division/Work Unit EPR-EMR. Field Ops

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Job Description

The New York City Department of Health and Mental Hygiene (DOHMH)'s Office of Emergency Preparedness and Response (OEPR) was created to promote DOHMH's and NYC's ability to prevent, prepare for, respond to, and recover from health emergencies. OEPR is responsible for coordinating agency-wide emergency preparedness planning, exercises and training, evaluation of incident response and exercise performance as well as coordinating with community stakeholders, city, state, and federal partners on public health emergency planning and response. We work with healthcare partners to optimize the provision of health services during a large-scale disaster.

Check out our project impact stories at: <http://www1.nyc.gov/site/doh/health/emergency-gpreparedness/what-we-do.gage>

The Field Operations Training Coordinator will join the Planning, Training and Community Engagement Unit within OEPR.

This position will have the following primary duties, but not limited to:

- Develop, maintain and evaluate training curricula for one or more field operations.
- Coordinate with planners to ensure training curricula is up to date and in line with current emergency response plans.
- Coordinate with contractors to facilitate the development of new training materials.
- Deliver trainings for one or more field operations as well as train-the trainer for other colleagues.
- Coordinate communication with DOHMH and non-DOHMH staff to schedule training and ensure training compliance.
- Recruit and track training compliance using internal learning management systems as well as other data collection systems.
- Coordinate all aspects of training logistics including securing space, equipment transport and necessary staff support for one or more field operations trainings.

Minimum Qual Requirements

1. Master's degree from an accredited college in emergency management, public health, disaster management, emergency preparedness/administration, public administration, or related field and one (1) year of satisfactory full-time professional experience in one or a combination of the following area(s): emergency preparedness planning/management, emergency medical services, fire or public safety, law enforcement, homeland security, public health, mental health, environmental/occupational health and safety or a related specialized area; or
2. A baccalaureate degree from an accredited college and two (2) years of satisfactory full-time professional experience in one of the areas described in "1" above; or
3. A satisfactory equivalent combination of education and experience. However all candidates must have a minimum of one (1) year of satisfactory full-time professional experience in one of the areas described in "1" above.

Preferred Skills

- Exceptional communications and interpersonal skills
- Exceptional public speaking abilities
- Ability to coordinate a large number of projects simultaneously under pressure
- Experience working in emergency management is preferred.

To Apply

Apply online with a cover letter to <https://a127-jobs.nyc.gov/>. In the Job ID search bar, enter: job ID number # 297230.

We appreciate the interest and thank all applicants who apply, but only those candidates under consideration will be contacted.

Residency Requirement

New York City residency is generally required within 90 days of appointment. However, City Employees in certain titles who have worked for the City for 2 continuous years may also be eligible to reside in Nassau, Suffolk, Putnam, Westchester, Rockland, or Orange County. To determine if the residency requirement applies to you, please discuss with the agency representative at the time of interview.

POSTING DATE 08/11/2017

POST UNTIL 12/08/2017