



QUECHAN INDIAN TRIBE

Fort Yuma Indian Reservation

P.O. Box 1899 • Yuma, Arizona 85366-1899

Human Resources Department

Telephone: (760) 919-3600 Ext. 280

Fax: (760) 572-2961

POSITION DESCRIPTION

Position: Emergency Management Coordinator **Salary:** \$47,840.00 - \$54,080.0 Annually Exempt

Opening: Wednesday, January 24, 2024

Closing: Tuesday, February 6, 2024

BASIC FUNCTION:

Under the direct supervision of the Emergency Management Director.

The Emergency Management Coordinator will work closely with the Emergency Management Director in overseeing and coordinating emergency management efforts within the Quechan Indian Tribe, with a specific focus on disaster recovery and grant management for both the Office of Emergency Management and the Quechan Indian Tribe.

The Emergency Management Coordinator will be responsible for assisting in the planning, development, implementation, and administration of emergency management programs and projects, as well as ensuring compliance with federal grant requirements. **This position requires strong organizational, communication, and analytical skills, as well as the ability to work collaboratively with various stakeholders.**

DUTIES AND RESPONSIBILITIES:

- Assists in recovery plans, procedures, and protocols, including coordinating with other departments and agencies within the Quechan Indian Tribe, to ensure that emergency response and recovery plans are comprehensive and up to date.
- Assists in conducting emergency drills, exercises, and training sessions to ensure readiness and preparedness for emergency situations.
- Coordinates and responds to emergencies, disasters, and other incidents.
- Assist overall response by establishing and managing the Incident Command System (ICS) and Emergency Operations Center (EOC) during emergencies within the Quechan Indian Tribe.
- Supports the Emergency Management Director in coordinating resources, communications, and actions among various stakeholders, including local, state, and federal agencies, and community partners.

- Develops and oversees the implementation of recovery programs, initiatives, and projects. Monitors progress, tracks resources, and ensure adherence to established timelines and budgets.
- Helps obtain and manage state and federal grants and funds necessary to obtain emergency management equipment and to support emergency preparedness efforts within the Quechan Indian Tribe.
- Tracks corrective actions that arise from drills, exercises, and actual events. Identifies systems and operational problems, proposes solutions, and works to build consensus.
- Provides project management support for committees responsible for developing specific needs associated with various emergency scenarios/conditions involving external events (trauma, bioterrorism, chemical, radiological, and nuclear) and internal events (e.g., facilities damage, hazardous waste spills, staffing shortages).
- Participates with internal and external task forces, specialty teams, committees, and agencies regarding emergency preparedness, including those at the Hospital, local regional, and state levels. Helps support the development and management of the Emergency Management response teams.
- Assumes responsibility for ensuring that all Joint Commission guidelines and elements of performance for Emergency Management standards within the Quechan Indian Tribe are communicated and tracks compliance to ensure that standards are met. Assists leadership in the design, coordination, and implementation of emergency preparedness plans, procedures, and training (for internal and external events).
- Supports the implementation and on-going education of the Quechan Indian Tribe's Incident Command System throughout the organization.
- Supports and tracks the implementation of the National Incident Management System (NIMS) standards as required for Tribal Operations.
- Develops an annual report on the emergency preparedness efforts and may present the annual report and program critiques to the Emergency Management Committee, Quechan Tribal Council, and the Quechan Indian Tribe, as appropriate.
- Provides oversight of the inventory of the Emergency Management equipment to ensure constant readiness and proper function.
- Assists the Emergency Management Director in the management of federal grants for the OEM, including grant applications, reporting, compliance, and financial tracking (in conjunction with the Office of Management and Budget). Ensures that all grant-related activities are carried out in accordance with federal regulations and guidelines.
- Assist in the Emergency Management Director in collaborating with local, state, federal, and international funding agencies to secure financial resources for recovery projects.
- Assist in the process of grant applications, reports, and proposals to support funding requests.
- Continuously monitors advancements, emerging technologies, and best practices in emergency management and recovery. Applies new knowledge and innovative approaches to enhance recovery strategies.
- Collaborates with County Departments, community partners, stakeholders, and other agencies to foster relationships, promote emergency preparedness, and build community resilience.
- Participates in public outreach and education efforts to raise awareness about emergency management programs, services, and resources available to the public.

- Serves as a representative responsible for ensuring that all Joint Commission requirements for Emergency Preparedness are met within the Quechan Indian Tribe.
- Communicates effectively with diverse audiences, using appropriate media and language. Ensures important messages are clearly understood.
- Provides feedback for improvement of procedures.
- Assists in the development and implementation of specific procedures.
- Prepares and submits accurate and timely reports on federal/state/local grant activities, including financial reports, progress reports, and other required documentation.
- Maintains organized records and documentation related to federal/state/local grants, including grant applications, award documents, and compliance records.
- Continuously monitors advancements, emerging technologies, and best practices in emergency management and recovery. Applies new knowledge and innovative approaches to enhance recovery strategies.
- Collaborates with County Departments, community partners, stakeholders, and other agencies to foster relationships, promote emergency preparedness, and build community resilience within the Quechan Indian Tribe.
- Participates in public outreach and education efforts to raise awareness about emergency management programs, services, and resources available to the public.

REQUIRED SKILLS AND ABILITIES:

- Proven experience in emergency management, disaster recovery, or a related field.
- Strong knowledge of emergency management principles, practices, and regulations including the Incident Command System (ICS) and National Incident Management System (NIMS). **FEMA certifications in IS-100,200,700,800 required.**
- Familiarity with federal, state, and local emergency management frameworks and funding mechanisms.
- Knowledge of federal grant regulations, requirements, and compliance procedures.
- Excellent project management skills, with the ability to prioritize tasks, meet deadlines, and manage multiple projects simultaneously.
- Exceptional communication and interpersonal skills to effectively collaborate with diverse stakeholders and community members.
- Strong analytical and problem-solving abilities, with a keen attention to detail.
- Demonstrated leadership skills.
- Ability to work independently and as part of a team.
- Proficient in using computer applications, including spreadsheets, databases, and project management software.
- Ability to travel locally and regionally, as needed.

QUALIFICATIONS:

- Must have a High School Diploma or GED equivalent.
- Associate degree in environmental science, Occupational Safety, Risk Management, or closely related field is preferred, or closely related field OR three (3) years' work experience in emergency management or a related field. Any equivalent combination of education, experience, and training that demonstrates the required knowledge, skills, and

abilities may be acceptable AND knowledge of local, state, and federal laws and regulations pertaining to emergency management. Previous experience working with volunteers and delivering course curriculum is desired.

- Must possess intermediate proficiency in Microsoft Office Suite (Word, Excel, and Outlook) and internet research methodology.
- Knowledge of and familiarity with safety program management and OSHA regulatory requirements for general industry.
- Knowledge of safe work behaviors, interpretation of safety data and demonstrated ability to evaluate safety risks.
- Able to clearly present information through written reports and presentations.
- Possess excellent and visible organizational skills and demonstrate the ability to work on multiple projects in an effective manner and under deadline pressure.
- Demonstrated maturity and poise; ability to employ perfect discretion in sensitive situations.
- Ability to handle team member complaints effectively with appropriate resolution.
- Ability to handle sensitive and confidential information appropriately.
- Ability to influence and work with non-direct reports, peers, and management to gain alignment and achieve goals in a fast paced work environment.
- Ability to work independently with little supervision.
- Ability to interpret a variety of instructions furnished in written, oral, diagram, or schedule form.
- Must possess and maintain a Valid Driver License and be insurable by the Quechan Indian Tribe.
- Knowledge of office management systems and procedures
- Attention to detail and problem-solving skills.
- Excellent written and verbal communication skills.
- Strong organizational and planning Skills.
- Excellent interpersonal skills
- Strong leadership and consensus-building skills with operational problem-solving and decision-making experience desired.
- Must work well in a team environment.
- Ability to maintain confidentiality at all times.
- Ability to perform essential job duties and exhibit “follow through” on tasks and goals.
- Display a positive attitude, show concern for people and community, demonstrate presence, self-confidence, common sense, and good listening ability.

FOR MORE INFORMATION AND TO APPLY:

Online application available at www.quechantribe.com or pick up at:

Quechan Indian Tribe

Human Resource Department

350 Picacho Road

Winterhaven, CA 92283

Telephone: (760) 919-3600 Ext. 279

Fax: (760) 572-2961

Mailing Address:

P. O. Box 1899

Yuma, AZ 85366

(All resumes must be accompanied by a Tribal Application)

For further questions or to return an application electronically please e-mail us at

hrclerk@quechantribe.com

Preference in filling vacancies is given to qualified Indian Candidates in accordance with the Indian Preference Act (Title 25, U.S. Code, Sections 472 & 473). Applicants claiming Native American Preference must present valid evidence of Tribal Affiliation. In other than the above, the Quechan Tribe is an Equal Opportunity Employer. The Quechan Tribe adheres to the Drug-Free Workplace Act of 1988. Selected applicants **must** pass a pre-employment Alcohol/Drug screening and Background Check.