

**DIRECTOR OF HEALTHCARE FACILITIES AND
PROVIDER READINESS (HMH)**

General Statement of Duties and Responsibilities

Under executive direction, is responsible for the implementation, coordination and management of federally funded programs and policies for public health emergency preparedness planning for New York City's healthcare system.

Examples of Typical Tasks

Directs and coordinates programs that will assist in building emergency preparedness capabilities among health care institutions and providers throughout New York City.

Develops, analyzes and evaluates projects related to building healthcare facility readiness in the event of a public health emergency disaster.

Collaborates with senior staff, project managers and contracted vendors to provide technical assistance and subject matter expertise.

Manages all programmatic aspects of federal healthcare preparedness program grants awarded to the agency.

Assessing nursing home and primary care center populations; develops and implements health care emergency response policies and protocols.

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Examples of Typical Tasks (continued)

Identifies the emergency preparedness activities and resources that can be adopted by primary care centers to mitigate disasters.

Oversees initiatives that address facility level preparedness including hospitals, primary care, long-term care facilities and specialty populations such as pediatrics and dialysis, to optimize the provision of healthcare during a large-scale disaster.

Coordinates the implementation and operation of victim tracking systems for accurate hospital admission during an emergency.

Collaborates with internal and external partners for planning and recovery activities.

Develops presentations and manuscripts for publication.

Participates in national meetings and workshops.

Supervises and directs the healthcare facilities and provider response staff members.

Special note:

Works non-business hours during emergencies and periodic on-call duty during non-emergency periods.

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Qualification Requirements

1. A master's degree from an accredited college in nursing, emergency management, public health, disaster management, emergency preparedness / administration, public administration, or a related field and three (3) years of satisfactory full-time professional experience in one or a combination of the following area(s): hospital nursing, emergency preparedness planning / management, emergency medical services, fire safety, law enforcement, homeland security, public health, project management, health administration, community health services or a related specialized area; including eighteen (18) months of experience in a managerial, consultative, administrative or supervisory capacity. Supervision must include supervising professional staff in one of the areas described above; or
2. A baccalaureate degree from an accredited college and four (4) years of satisfactory full-time professional experience in one of the areas described in "1" above, including eighteen (18) months of experience in a managerial, consultative, administrative or supervisory capacity. Supervision must include supervising professional staff in one of the areas described in "1" above; or
3. A satisfactory equivalent combination of education and experience as described in "1" or "2" above. However, all candidates must have a baccalaureate degree and eighteen (18) months of experience in a managerial, consultative, administrative or supervisory capacity. Supervision must include supervising professional staff in one of the areas described in "1" above.

Direct Lines of Promotion

None. This class of positions is classified in the Non-Competitive Class.