



LARIMER HUMANESOCIETY

Emergency Preparedness and Response Program Manager (Animal Shelter - DART/CART)

Job Title:	Emergency Preparedness and Response Program Manager (DART/CART) Disaster Animal Response Team/Community Animal Response Team Management
Department:	Shelter (02)
Job Classification:	Full time; Exempt Position
Job Relationships:	Reports to the Director of Operations. Works closely with the Shelter Manager, Facilities and Maintenance Supervisor, Volunteer Program and Humane Education Coordinator and Shelter Veterinarians. Supervises DART/CART volunteers.
General Purpose:	<p>Serves as program manager for Larimer Humane Society's site-level people safety and emergency preparedness and response initiatives. The position also manages the Organization's program and role as a partner in Larimer County Colorado's Emergency Preparedness and Response program during disasters such as floods and wildfires. This involves program management for Larimer Humane Society's DART/CART initiative: a collaborative framework for emergency preparedness, response, evacuation and recovery efforts with regard to the protection and care of domestic pets and service animals in the county.</p> <p>Note: Disaster Animal Response Team (DART)/Community Animal Response Team (CART) are used interchangeably in this job description.</p>

Essential Duties and Responsibilities:

Shelter Safety, Emergencies and Preparedness (Internal focus)

- Serves as a permanent member of Shelter's Safety Committee and assists the Director of Operations in implementing the overall Safety program.
- Leads the internal emergency response team program.
- Plays lead role in on-site accidents and incidents.
- Attends and facilitates staff and volunteer emergency response safety trainings.
- Manages and organizes in-house people safety drills and exercises.
- Keeps facility safety signage and published maps current.
- Develops and delivers safety programs and presentations for internal audiences.
- Creates and updates written safety and emergency and preparedness-related information.
- Leads the regular review of, and updates, the Shelter's evacuation plans and associated SOPs and policies.
- Provides applicable safety related feedback to volunteers and staff and communicates in a timely manner.
- Manage program goals, plans and timelines and budgets. Operates within the established budget.
- Takes immediate action to address safety concerns.
- Delivers safety presentation at New Employee Orientation (NEO) sessions.
- Assists with workers compensation insurance Cost Containment submissions.
- Keeps detailed files and ensures updates to safety documents including the Evacuation and Fire Safety Plan.
- Responsible for testing and ensuring maintenance of facility safety equipment.
- Ensures site-wide MSDS program compliance and updates chemical lists as needed.
- Assists the Director of Operations with OSHA compliance initiatives and programs.
- Completes job-related trainings, including animal handling, and certifications within established timelines.
- Promotes a safe working environment at all times.

Disaster Animal Response Team/Community Animal Response Team (External focus)

- Creates, shares, updates and implements the Society's animal emergency preparedness and response plans in alignment with Colorado and FEMA definitions and expectations for Community Action Animal Response Teams (CART). This includes management of the volunteer component of the Shelter's Disaster Animal Response Team (DART) initiative and the physical emergency response trailer. Recruits for, supervises, trains and retains DART program volunteers.
- Responsible for creation, training and implementation of DART goals, objectives and established Standard Operating Procedures (SOPs), and operational plans related to DART program.
- Reviews, and keeps current, existing documentation to ensure compliance with Federal, State and local requirements. Creates and ensures partner contact spreadsheets are updated quarterly.
- Recruits and trains a core group of volunteers for the Disaster Animal Response Team (DART).
- Working with the Volunteer Program and Humane Ed Program Manager, Shelter Manager and Supervising Veterinarian, integrates the DART Volunteer initiative into the Organization's overall volunteer program.
- Organizes and implements quarterly meetings, trainings and drills for DART members.
- Establishes and/or maintains relationships with designated law enforcement, government agencies, other animal welfare agencies and other individuals involved in making the DART plan successful.
- Represents Larimer Humane Society at events and provides community animal emergency preparedness educational presentations in conjunction with Humane Education and Community Outreach plans.
- Attends Volunteer Orientations and conducts DART orientations in alignment with the Volunteer Program and Humane Education Coordinator's initiatives.
- During DART activation, schedules adequate number of volunteers for the duration of the emergency event.
- Responsible for compliant recordkeeping and for maintaining all DART related forms and documentation, including Memorandums of Understanding (MOUs).
- Creates and maintains inventory of DART related equipment and supplies. Ensures replacement equipment and supplies are identified and purchased in a timely manner. Restocks DART trailer and supply areas immediately following emergency events.
- Works cooperatively with volunteers and facilitates positive working relationships between Organization staff and community DART volunteers.
- Actively monitors the safety compliance of staff and volunteers during emergencies and takes immediate action to correct hazards.
- Regularly reviews disaster plans, DART manual, evacuation plans and SOPs to provide updates as needed for DART program.
- Attends related City and County meetings, exercises and trainings as warranted.

Other Duties

- Other duties as assigned.
- Represents the Society in a professional manner and promotes our mission and values.
- Assists with animal transport and care during emergencies.
- Successfully completes assigned FEMA, Red Cross and emergency response trainings within expected timeframes.
- Obtains and maintains required certifications and identifies applicable training opportunities.
- Follows all safety guidelines and policies and models safe working practices.
- May work with Development department to identify and apply for potential program grants.
- Uses good judgement and emotional intelligence, and adheres to confidentiality standards.
- Maintains solid attendance and punctuality. .

Education/Experience:

- BA/BS or equivalent combination of education and applicable work experience required.
- Minimum one year practical experience in emergency management and/or safety, or applicable project management.
- One year of volunteer or staff supervisory experience required.
- Documentation organization and compliant documentation preservation experience required.
- Training and public speaking experience required.
- Proven experience working with computer applications including MicroSoft suite. Proven experience with desktop publishing, graphics and spread sheets.
- Animal welfare experience desired.
- Experience organizing a disaster response program highly preferred.
- Current Red Cross certifications are a plus.

- Completion of the following FEMA certification courses a plus: IS-100, IS-III, IS-200, IS-700, IS-10, IS-11 Module B. Completion of American Red Cross courses including: Human First Aid and CPR, Pet First Aid and CPR, Mass Care, Shelter Operations, Introduction to Disaster Services a plus.
- Bilingual (English/Spanish) speaking, reading and writing a plus.

Knowledge/Skills/Abilities: Excellent customer service skills required. Supervisory and emotional intelligence, work ethics and integrity skills required. Ability to work well with culturally diverse populations required. Proficient with computers and associated software. Interest in and knowledge of animal welfare related issues. Strong organizational and project management skills. Attention to detail and teamwork skills. Ability to work independently and in a team setting. Ability to use sound judgment when dealing with volunteers, clients, animal-related concerns and confidential information. Ability to work calmly and proficiently in stressful and chaotic situations and ability to multi-task. Knowledge of animal behavior and handling is helpful. Knowledge of, and commitment to, the mission, vision and goals of Larimer Humane Society. Excellent presentation, writing, and analytical skills. Ability to engage in “big picture” thinking, while also carrying out detailed tasks. Extreme flexibility and adaptability. Able to work a flexible schedule including evenings and weekends as required and to be available on short notice during emergency situations. Able to read and interpret instructions and legal requirements. Knowledge of Incident Command System preferred. Knowledge of OSHA requirements a plus. A strong work ethic required to accommodate broad responsibilities.

Working Conditions

Work Environment: Work is performed both in an office and animal shelter environment. and at a wide variety of sites throughout Northern Colorado (external and internal). Potential for exposure to all weather conditions, hazardous environments and natural disasters such as floods and fires. Exposure to animals; Potential exposure to zoonotic diseases and animal bites and scratches; Potential for exposure to fractious animals; Potential for exposure to high noise levels; Exposure to cleaning chemicals. Emergency work may be performed outdoors with exposure to all weather conditions.

Physical Activities: Driving a vehicle and driving a vehicle with a trailer attached. Standing, sitting, bending, squatting, walking, inputting and/or creating and typing data and information on a computer, actively listening and speaking for 8 or more hours per day. Using a telephone, radio and office equipment. Animal handling including the potential for handling dangerous and fractious animals. Hearing, listening, seeing and speaking. Lifting and carrying of up to 50 pounds without assistance and more with assistance.

Other: Must be at least 21 years of age (required for insurance purposes); Valid Colorado Driver's License, have and maintain an insurable driving record and minimally required Colorado driving insurance.

NOTE: This job description is not intended to be an exhaustive list of all duties, responsibilities or qualifications associated with the job.

Larimer Humane Society conducts criminal background checks, DMV checks and requires drug testing of all employment candidates. Benefits include medical, dental, vision, supplemental accident insurance, matching 403b and more.