



LARIMER HUMANESOCIETY

Safety and Emergency Program Manager

Job Title:	Safety and Emergency Program Manager:
Department:	Shelter
Job Classification:	Full time; Exempt Position
Job Relationships:	Reports to the Director of Operations. Supervises safety and disaster response volunteers. Works closely with the Volunteer Program and Humane Education Manager and Shelter Manager
General Purpose:	<p>Manages the Organization’s internal emergency preparedness and safety initiatives.</p> <p>Manages Larimer Humane Society’s collaborative framework for emergency preparedness, response, evacuation and recovery efforts with regard to the housing, care and protection of domestic pets and service animals in the event of a disaster.</p>

Essential Duties and Responsibilities:

Shelter Safety, Emergencies and Preparedness:

- Serves as a co-chair of Shelter’s Safety Team and manages the Organization’s Safety program.
- Serves as primary investigator on all accidents and incidents.
- Creates and manages safety dashboard for staff and volunteers.
- Creates and facilitates staff and volunteer safety and/or emergency response trainings (i.e. active shooter, de-escalation, site safety, etc.).
- Keeps facility safety signage, materials and published maps current.
- Provides written emergency and preparedness-related information for internal and external communication channels in accordance with plans.
- Leads the regular review and updates of the Shelter’s evacuation plans and associated SOPs and policies in accordance with plans.
- Manages and organizes in-house people safety drills and exercises.
- Manage program goals, plans, timelines and budgets. Operates within the established budget.
- Manage’s Organization’s emergency communication notification system and trains appropriate staff.
- Takes immediate action to address safety concerns or hazards.
- Completion of job-related trainings, including animal handling, and certifications within established timelines.
- Reviews and updates, as necessary, existing documentation to ensure compliance with Federal, State and local requirements.
- Follows all safety guidelines and policies and models safe working practices.
- Uses good judgement, adheres to confidentiality standards and maintains solid attendance.

External Emergency Preparedness, Response, Evacuation and Recovery:

- Serves as primary Emergency Operations Center (EOC) representative; attends EOC briefings; ensures Joint Information Center (JIC) receives accurate and timely information during an event.
- Attends related City and County meetings, exercises and trainings.

- Facilitates internal Emergency Response team meetings, training, and tabletop exercises.
- Establishes and/or maintains relationships and networks with law enforcement, government agencies, other animal welfare agencies and individuals to ensure all agencies involved successfully collaborate in the event of a disaster.
- Facilitates conversations for new partnerships between Larimer Humane Society and outside organizations.
- Responsible for compliant recordkeeping and for maintaining all disaster response-related forms and documentation, including Memorandums of Understanding (MOUs).
- Recruits, hires, trains CART and safety volunteers.
- Responsible for creation, training and implementation of Community Animal Response Team (CART) goals, objectives and established Standard Operating Procedures (SOPs), and operational plans related to program.
- Working with the Volunteer Program and Humane Education Manager, integrates the CART Volunteer initiative into the Organization's overall volunteer program.
- Organizes and implements quarterly meetings, trainings and drills for CART members to keep skills current.
- In conjunction with the Organization's humane education and community outreach functions, represents Larimer Humane Society at events and provides community animal emergency preparedness educational presentations.
- Attends Volunteer Orientations and conducts CART orientations in alignment with the Volunteer Program and Humane Education Coordinator's initiatives.
- Creates and maintains inventory of CART-related equipment and supplies. Ensures replacement equipment and supplies are identified and purchased in a timely manner. Restocks CART trailer and supply areas immediately following emergency events.
- Organizes regular professional servicing of trailer and generator to maintain functionality.
- Promotes a safe work environment during emergencies and all other times. Actively monitors the safety compliance of staff and volunteers during emergencies and takes immediate action to correct hazards.
- Successfully completes assigned FEMA, Red Cross and emergency response trainings within expected timeframes and applies learning to program. Obtains and maintains required certifications.

Other:

- Represents the Society in a professional manner and promotes our mission and values.
- May assist with escalated clients on premises.
- May assist with animal transport and care during emergencies.
- Identifies applicable training opportunities.
- May work with Development department to identify and apply for potential program grants.
- Provide CPR/1st Aid/AED training/certification to other employees.
- Other duties as assigned.

Education/Experience:

- BA/BS or equivalent combination of education and applicable work experience required.
- Minimum one year practical experience in safety or emergency management or applicable project management.
- Staff or volunteer supervisory experience required.
- Documentation, organization and compliant preservation experience.
- Training and public speaking experience required.

- Advanced level experience working with computer applications including MicroSoft suite. Proven experience with desktop publishing and graphics.
- Animal welfare experience highly desired.
- Experience organizing a disaster response program highly preferred.
- 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, Intro to Disaster Services a plus.
- Bilingual (English/Spanish) 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. 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 regulations. A strong work ethic required to accommodate broad responsibilities. De-escalation skills a plus.

Working Conditions:

Work Environment: Work is performed both in an office environment and at a wide variety of sites throughout Northern Colorado (external and internal). Potential for exposure to 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, including with a trailer attached. Standing, sitting, bending, squatting, walking, inputting and/or creating data and information on a computer, actively listening and speaking for 8 or more hours per day. Using a telephone and radio. Animal handling including the potential for handling dangerous and fractious animals. Hearing, listening, seeing and speaking. Occasional 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, insurable driving record and minimally required Colorado driving insurance.

Note: The job description is not intended to be an exhaustive list of all duties, responsibilities or qualifications associated with the job. Larimer Humane Society conducts background checks, DMV checks and requires drug testing of all employment candidates.

We are an Equal Opportunity Employer. Benefits for full time employees include options for medical and life, dental, vision and supplemental accident insurance; STD/LTD insurance; a matching 403b plan; paid time off (PTO) accrual; 9 paid holidays and more.