



Medical-Health Partnership Coordinator **(Classification: Part-Time Contractor)**

Recruitment Scheduled to Close on October 19, 2009

Salary Hourly Equivalent: Approximately \$50.00 – \$60.00
Approximate Hours Per-Week: 30

This position is a 100% grant-funded contract position through the Hospital Preparedness Program (HPP) that will expire on July 31, 2010. The Partnership Coordinator will work at the Santa Clara County EMS Agency and report to assigned staff.

The Partnership Coordinator may work weekdays, weekends, nights, and odd hours. Various duties will occur in the outdoors and/or may require travel to various facilities throughout the County.

The Partnership Coordinator is responsible integrating medical-health plans and activities of participating partners, resulting in a common understanding of how information will be communicated, the specific roles of each partners, and the process for requesting and sharing information and resources in the Operational Area.

Duties and Areas of Responsibility:

- Ensures participation of partners in meetings, exercises, training sessions, and planning efforts.
- Maintains records, completes reports, and secures appropriate documentation.
- Integrate response plans in order to facilitate multi-jurisdictional/multi-disciplinary functionality.
- In cooperation with the EMS Agency Training and Operations Coordinator, conduct exercises and training sessions with partners.
- Participate in Statewide Medical-Health exercises.
- Provide administrative support by creating agendas, meeting minutes, after action reports, lessons-learned documents, website postings, etc.
- Assist in the completion of medical-health emergency resource directories.
- Develop written procedures related to medical-health requests within the Operational Area.

Qualifications:

The ideal candidate will possess education and experience in the provision of emergency medical services, public safety services, medical-health emergency response and coordination, or emergency management work. Experience in developing and working with diverse stakeholder groups is preferred; as is a strong working knowledge of the California Standardized Emergency Management System (SEMS).

Selection Process:

Based upon the qualifications of candidates, selection may be made based only on submitted materials. An interview may be scheduled for the most qualified candidates.

Those offered a contract will be required to complete a background check through the Live Scan System operated by the California Department of Justice prior to agreement execution. The County may reject any applicant based on the content of the background check without notification to the applicant.

To Apply:

Interested parties should provide a cover letter and current resume/curricula vitae to Patricia Natividad at Patricia.Natividad@hhs.sccgov.org.

Announcement Date: September 28, 2009
Closing Date: October 19, 2009