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# Example of Emergency Manager Job Description

Our company is growing rapidly and is looking for an emergency manager. Thank you in advance for taking a look at the list of responsibilities and qualifications. We look forward to reviewing your resume.

## Responsibilities for emergency manager

* Foster a culture of employee empowerment and accessibility to emergency management resources
* Design, develop and execute trainings and exercises to test and improve the SIE response and readiness system
* Lead After-Action-Review (AARs) and implement improvement elements
* Provide guidance, and support, to team members traveling internationally
* Design, develop and conduct engaging preparedness and employee readiness events
* Support maturation of corporate safety programs, reporting, and related compliance issues
* Support the planning, implementation and ongoing management of the Alleviating Hunger and Homelessness Investment Cabinet
* Review the quarterly and annual reporting of the Alleviating Hunger and Homelessness program portfolio
* Work under the direction of the Senior Director of Community Investment to provide oversight, administration, and management of all EHS program funds
* Coordinate all activities of the Emergency Fund Network (EFN), to include coordinating and leading meetings and trainings

## Qualifications for emergency manager

* Prefer psychiatric nursing experience as a registered nurse
* Experience in or ability to learn and adapt quickly to unionized healthcare environment
* ACLS (CT CPRACLS) , BASIC LIFE SUPPORT-AHA (CT CPRBLS) , REGISTERED NURSE (RN)
* Experience working in an Emergency Services setting is a plus
* EMT or EMT-Paramedic certification by NYS Department of Health with progressive EMS supervisory/management experience
* RNs hired into this position without a minimum of a Bachelor’s degree in Nursing must obtain a Bachelor’s degree in Nursing or higher within 30 months of hire