

MRC COORDINATOR

DISTINGUISHING FEATURES OF THE CLASS:

This is a professional position in the Department of Behavioral and Community Health (DBCH) which is responsible for overseeing the management and coordination of the Medical Reserve Corps (MRC) program. The MRC volunteers support local, state, and federal agencies in times of public health emergency or any other large-scale disaster. The purpose of the County position is to support the recruitment, training and management of MRC volunteers. Work is performed under the supervision of the Emergency Preparedness Bioterrorism Coordinator. Due to the nature of this position, the incumbent must be available to work during emergencies and to attend a variety of after-hour meetings and training programs.

TYPICAL WORK ACTIVITIES:

The following is indicative of the level and types of activities performed by incumbents in this title. It is not meant to be all inclusive and does not preclude a supervisor from assigning activities not listed which could reasonably be expected to be performed by an employee in this title.

1. Recruits and works to retain volunteer MRC members;
2. Promotes the MRC program on the local, County, regional, State and federal level by participation in committees, public presentations, attendance at conferences, written articles, etc;
3. Formulates annual budget and prepares grant applications; prepares and maintains a variety of reports;
4. Maintains database of all MRC members; tracks contact information, education, training, and response activities;
5. Develops and maintains ongoing communication with MRC volunteers, keeping the member informed of program activities and disseminates information using a variety of media, i.e. e-mail, fax, phone, newsletters;
6. Works with the Department of Emergency Response to ensure MRC integration into preparedness plans and response activities;
7. Coordinates all aspects of County MRC program with various governmental and non-governmental entities such as health and human services agencies, emergency response and law enforcement agencies, Red Cross, medical facilities, FEMA and the USA Freedom Corps-Citizen Corps;
8. Plans, facilitates, and conducts ongoing educational and training programs for MRC members, organizes courses and recruits instructors, promotes courses to volunteers and the public;
9. Assists the Dutchess County Departments of Behavioral and Community Health and the Department of Emergency Response in planning and facilitating exercises and drills;
10. Assists in the development and maintenance of the Dutchess County Comprehensive Emergency Management Plan;
11. Functions as an MRC lead during an incident and within the County Emergency Operations Center;
12. Develops MRC team structure, assigning specific roles and responsibilities; ensures teams work cooperatively and in conjunction with other teams.

MRC COORDINATOR (Cont'd)

FULL PERFORMANCE KNOWLEDGE, SKILLS AND ABILITIES:

Knowledge of emergency preparedness and/or emergency management and volunteer management;

Knowledge of incident command system and procedures and National Incident Management System;

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Knowledge of training techniques and how to organize training programs;

Ability to relate to a variety of groups and establish and maintain effective working relationships under often tense conditions;

Ability to use a variety of software packages for word processing, PowerPoint presentation, maintaining databases and spreadsheets;

Ability to provide effective and persuasive public presentations;

Ability to prepare and present reports and analyze financial and statistical data;

Ability to work well under pressure;

Administrative and organizational ability;

Personal characteristics necessary to perform the duties of the position;

Physical condition commensurate with the demands of the position.

MINIMUM QUALIFICATIONS:

- EITHER: (A) Graduation from a regionally accredited or NYS registered college with a Bachelor's Degree and two years of administrative or managerial paid work experience in an emergency response, human service or marketing/public relations profession;
- OR: (B) Graduation from a regionally accredited or NYS registered college or university with an Associate's Degree and four years of administrative or managerial paid work experience in an emergency response, human service or marketing/public relations profession;
- OR: (C) Graduation from high school or possession of a high school equivalency diploma and six years of administrative or managerial paid work experience in an emergency response, human service or marketing/public relations profession;
- OR: (D) An equivalent combination of education, training and experience between the limits of (A), (B) and (C) above.

SPECIAL REQUIREMENT:

Possession of a New York State Driver License at time of appointment.

PS6222

ADOPTED: 01/01/06

REVISED: 07/13/06 12/16/15