



Job Description

Position:	Community Disaster Resource Manager
Status:	Full-time, Non-Exempt
Salary Range:	\$ 66,611 – \$ 69,388

The Community Disaster Resource Manager is a full-time, benefited, non-exempt staff position reporting to the CSN/I&R Supervisor. This role is crucial for overseeing the agency's disaster preparedness initiatives, particularly in collaboration with the Access and Functional Needs (AFN) community during Public Safety Power Shut-off (PSPS) or All Hazard events and service providers throughout Contra Costa County. Additionally, this position will collaborate closely with program managers and supervisors to foster a cooperative work environment; ensuring that the Crisis Center's database adheres to InformUSA standards and the 211 Human Services Indexing Structure. This position plays a vital role in enhancing our agency's response to disasters and supporting the needs of our community.

Responsibilities include:

1. Update and maintain Agency Emergency Operations Plan;
2. Responsible for notification of activation of disaster plan and continuity of communication among staff before and after a disaster;
3. Provide staff training and preparation including periodic drills at a minimum quarterly;
4. Actively participate in community meetings that address plans for disaster preparedness, mitigation, response, and relief and recovery;
5. Create disaster-related inclusion and exclusion criteria based on national standards, identify and verify disaster-related providers with assistance from 211 staff, and code these resources uniquely in the database;
6. Manage the continual development of the Crisis Center's 211 database in partnership with the Crisis Center's database team so that agency volunteers and staff, county employees, and the general public have access to complete, accurate, culturally relevant, and up-to-date information about local disaster services throughout the county;
7. Research and add new disaster resource listings, verify current information, and accurately classify listings in a style and manner consistent with the Inform USA standards;
8. Assist the Contra Costa Crisis Center in pursuing InformUSA accreditation and the continual renewal of accreditation;
9. Maintain collaborative relationships with Emergency management personnel across the county which include, Office of Emergency Services, local city Public Information Officer's, Public Health and County Health Services and Disaster related Community Based Organizations;
10. Participate in county-wide community exercises in preparation for disaster/emergencies including tabletop activities;
11. Represent the agency at meetings and conferences of information and referral providers,



- such as InformUSA, and Volunteer Organizations Active in Disasters (VOAD);
12. Ensure maintenance of program data for statistical and reporting purposes and extract data and produce reports for program managers or as directed;
 13. Work with internal and external partners to implement and promote screening, outreach, Safety Planning, Care Coordination, and linkage to resources for AFN identified clients living in High Fire Threat Districts to promote health, safety, stability, and opportunity during a PG&E All Hazards or PSPS event or power shut-off;
 14. Participates in daily PG&E calls during an active PSPS event.

Required Qualifications:

1. Experience in social work or related field;
2. Experience with disaster preparedness;
3. Direct service experience working with at-risk populations;
4. Proficient computer/software/database literacy;
5. Excellent written and verbal communication skills;
6. Possess strong public speaking skills and effective communication qualities;
7. Experience and demonstrated ability to work with racially, culturally, and economically diverse populations;
8. Demonstrated ability to work individually and as a member of a team;
9. Ability to read, analyze and interpret common professional publications and policy documents;
10. Commitment to personal accountability, and active participation in team building and the maintenance of a healthy work community;
11. Commitment to eliminating disparities in service access for all populations;
12. Valid California Driver's License and access to a working vehicle and current automobile insurance;
13. Ability to clear a criminal background check upon hire;
14. Ability to adapt, with minimal or no advance notice, to changes in agency operations, work schedule, work assignments or procedures;
15. Perform other duties as assigned by Supervisor and/or Director of Programs.

Desired Qualifications:

1. Bachelor's or Master's degree in social work, or related health/human services field;
2. Experience serving at-risk community members;
3. Experience working with volunteers;
4. Spanish and English language proficiency;

The Contra Costa Crisis Center is an equal opportunity employer and does not discriminate on the basis ethnicity, race, religion, gender, sexual orientation, or disability. We enthusiastically encourage all qualified applicants to apply. Submit Resume and Cover Letter to: Lesley Garcia, Director of Programs, lesleyg@crisis-center.org