



125 Corporate Place, Suite A,
 Vallejo, CA 94590
 (707) 644-8909

620 Main Street
 Woodland, CA 95695
 (530) 241-4081

Job Title:	Emergency Preparedness Educator	Job Category:	Human Services Temporary, Contract Based
Department/ Group:	Disaster –CA Disaster Preparedness LISTOS Program	Travel Required:	Yes
Location:	Vallejo, Solano County Woodland, Yolo County	Reports To:	Disaster Program Manager
Position Type:	Full Time, non- Exempt, 35 hours a week	Salary	Commensurate with Experience

Summary: Catholic Charities of Yolo-Solano (hereinafter “CCYS”) provides supportive services to low-income individuals and families in the counties of Yolo and Solano since 1942, offering services that promote human dignity and advance social justice.

NOTE: Not all unique aspects of the job are covered by this job description

Job Description:

The Emergency Preparedness Educator (EPE) will manage the overall planning, administration, and operation of CCYS’s CalOES California for All Emergency Preparedness education initiative. Catholic Charities of Yolo-Solano desires candidates with supervisory experience in outreach, community education, and service to vulnerable populations; emergency preparedness; law enforcement; and public health or medical/health disaster/emergency response. CCYS also seeks candidates with experience in the selection, evaluation, and development of emergency preparedness training programs, familiarity performing grant administration, and emergency plan review. Candidate with strong communication and leadership skills are highly desired.

Core Duties and Responsibilities:

No direct supervision of staff is exercised. May provide leadership and/or direction to staff as assigned.

Community Outreach and Community Engagement Coordination

- Plans organizes, conducts, and evaluates community outreach programs, workshops, and conferences to promote emergency preparedness awareness, risk reduction, and emergency preparedness measures.
- Determines target populations and identifies specific educational needs by conducting statistical, demographic and socio-cultural surveys and assessments. Prepares and submits funding proposals



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to appropriate agencies and organizations.

- Prepares exhibits, brochures, flyers, posters, and other materials for presentation to the public, community agencies, support groups, emergency management professionals, and elected officials; works closely with community members in promoting events and outreach activities; reviews, selects and orders informational and educational literature.
- Receives public inquiries regarding emergency preparedness resources and issues; provides information and referrals to appropriate disaster service providers and/or other agencies.
- Plans and provides training in disaster education to, agency representatives, school personnel, etc. Provides technical assistance and interpretation regarding current and pending community emergency and disaster protocol and laws to various government officials, businesses and organizations.
- Coordinates activities with state, regional and local organizations to deliver similar disaster preparedness related programs and outreach projects.
- Recruits and organizes volunteer teams to assist in promoting mitigation maintenance in specific community populations; plans and implements team activities and projects.
- Represents CCYS and its programs at professional, community, and agency meetings and functions; participates on committees, advisory boards, task forces, etc., as appropriate.
- Attends training sessions, meetings, conferences, etc., to enhance job knowledge and skills. Performs various office/administrative duties as necessary, including preparing comprehensive reports and correspondence, compiling, and analyzing statistical data for reports, attending and conducting meetings, procuring supplies, maintaining files, etc.
- Assist clients in accessing appropriate services by identifying and reducing barriers. Provide client education about the community disaster preparedness systems and resources.
- Conducts focus groups on specific topics/needs assessment as necessary. Performs general administrative/office work as required, including but not limited to copying, filing, preparing, faxing documents, answering telephone. Performs related work as required.

Core Competencies:

- Understands CCYS mission and is responsible, adaptive, resourceful, innovative & solution focused and team oriented.
- Demonstrate a fundamental respect for the dignity of others.
- Understands and values quality improvement, able to effectively address overlapping projects and deadlines. Adaptable and reliable in the face of conflict, crisis, or changing priorities.
- A demonstrated commitment to diversity and inclusion, valuing a diversity of perspectives and encouraging contributions by all team members.
- High analytical abilities to process large amounts of data from multiple sources.
- Ability to prioritize across multiple types of work.
- Actively engages in problem solving; Responds to complaints; Seeks resolution of conflicts. Is organized, efficient, and effective; Sets goals for work tasks; Identifies priority issues; Meets productivity standards.



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- Works collaboratively with community partners, staff, and/or the leadership team to encourage and support the accomplishment of goals/tasks/position duties.
- Provide exemplary customer service to both external and internal clients.
- Demonstrates a commitment to learning and improvements; Pursue activities to enhance personal and professional growth for self and others.
- Protects the confidentiality and information/documentation obtained by nature of work.

Minimum Qualifications

Education & Experience:

Bachelor's Degree preferred with at least three years of progressive work experience in a closely related field (e.g., social work, Community Outreach and Advocacy, In-depth Customer Service) or Associate Degree with five years' experience in related field.

Skills/Knowledge:

- Previous disaster experience strongly preferred.
- Proficient in technology, computer operation, word processing and spreadsheets, specifically using Microsoft Office Suite, and/or Google G-Suite
- Excellent written and oral communication and presentation skills
- Knowledge of the principles and practices of emergency management including the five elements of prevention, protection, response, recovery, and mitigation.
- Knowledge of emergency management and disaster preparedness programs, practices, resources, agencies, and personnel.
- Expertise in the contents and standards for local emergency plans.
- Experience and skill in convening and facilitating workgroups comprised of diverse stakeholders and assisting them to reach consensus.
- Experience coordinating multi-site, cross-community projects,
- Knowledge of social service delivery systems and county and local resources.
- Good organizational, time-management and communication skills. High attention to detail
- Individual must possess the ability to work well independently as well as part of a team.
- Ability to use de-escalation techniques and trauma informed care to work with individuals and families that may be experiencing a crisis.
- Previous experience assessing and referring individuals to various community resources, a plus.
- Bilingual Spanish/English strongly preferred.