



DISABILITY  
COMMUNITY  
RESOURCE  
CENTER

**DCRC Systems Change Advocacy, Disability Community Emergency Preparedness Coordinator**

*Disability Community Resource Center (DCRC) is a primary local and statewide source of nonprofit intersectional, cross-disability civil rights advocacy and services delivery across the lifespan.*

**Location:** 12901 Venice Boulevard, Los Angeles, CA 90066.

**JOB DESCRIPTION**

**POSITION TITLE:** Systems Change Advocacy, Disability Community Emergency Preparedness Coordinator  
**CLASSIFICATION:** Non-Exempt  
**REPORTS TO:** Program Manager of Systems Change Advocacy  
**SALARY RANGE:** \$20.00 - \$22.00 per hour

**SUMMARY:**

In coordination with the Program Manager of Systems Change Advocacy, the Systems Change Advocacy, Disability Community Emergency Preparedness Coordinator will be responsible for the coordination, education, and implementation of emergency preparedness strategies and plans for the intersectional, cross-disability community across the lifespan within DCRC's catchment area. Coordinates Access and Functional Needs (AFN) emergency preparedness education and exercises with consumers and local stakeholders to ensure an organized response during and after emergencies or disasters.

**ESSENTIAL FUNCTIONS:**

**General Functions:**

- Work with local government agencies to conduct annual assessments to determine the AFN community's risk for natural (e.g., wildfires, floods,

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earthquakes, pandemics, etc.), technological (e.g., public safety power shut offs, nuclear power plant emergencies or hazardous materials spills), human-caused (e.g., active shooter or hostage situations), and other disasters.

- Collaborate with local County Offices of Emergency Services, Cal OES and Public Health teams within DCRC's catchment area in the creation, development, education, training, and implementation of public disaster plans.
- Know each county's alert and notification systems and procedures, and ensure appropriate staff is educated on this as well.
- Participate in each county's emergency preparedness committees for AFN planning, coordinating, maintaining, and updating disaster plans, including internal and external event response.
- Provide warnings and emergency data to consumers and operations and technical support before, during, and after emergencies.
- Identify and maintain contact information for community response partners and identify how DCRC's consumers and the AFN community will be notified of an emergency/ crisis situation.
- Administer DCRC's Public Safety Power Shut Off response including back-up battery loan program by screening, administering distribution of batteries, and tracking battery loans.
- Develop and administer community education campaigns for disaster preparedness.
- Work with individual consumers to develop personal preparedness plans.
- Participate in training and exercises to practice/ test emergency plans with community partners or statewide exercises.
- Develop and prepare reports that fulfill grant contract requirements as outlined by the specific funding stream.
- Enters CIL Suite data regarding consumers who request ongoing services, documents services requested and services provided, and completes other paperwork and reports as required.

## **COMPETENCIES:**

### **Knowledge of:**

- Understanding how diverse cultures intersect with the cross-disability community.
- Independent living philosophy and principles.
- Working independently and as part of a team.

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- DCRC's policies and procedures.
- Practices that protect the safety and health of consumers and co-workers.
- Assisting consumers in submitting Medical Baseline Allowance applications to the Electricity Provider for eligibility determination.

#### **EXPERIENCE/KNOWLEDGE REQUIRED:**

- Bachelor of Arts degree or three years' experience in disability or emergency management, safety and/or regulatory compliance.
- Analytical skills necessary in order to evaluate and make recommendations regarding emergency management issues.
- Ability to design lesson plans, coordinate courses and conduct presentations and trainings involving emergency management strategies.
- Ability to articulate complex concepts both orally and in writing, but also translate those complex concepts into plain language as well.
- Familiarity with healthcare emergency preparedness, including security, safety, HAZMAT, OSHA, NIMS, FEMA, HICS, HVA, and CMS.
- Bilingual in Spanish or ASL.

#### **ADA REASONABLE ACCOMMODATIONS:**

Reasonable accommodations may be made to enable individuals to perform the essential functions of the position.

#### **POSITION TYPE/HOURS OF WORK:**

This is a full-time non-exempt position reporting to the Program Manager of Systems Change Advocacy. The Systems Change Advocacy, Disability Community Disaster Management Coordinator is expected to work the typical work week of 40 hours a week with an unpaid hour reserved for lunch.

#### **AAP/EEO STATEMENT:**

The Disability Community Resource Center is an equal opportunity/affirmative action employer. People with disabilities, females, minorities and older adults are encouraged to apply for employment.

#### **DISCLAIMER:**

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This job description is not intended to cover or contain a comprehensive listing of activities, duties or responsibilities that are required of the employee. Other activities, duties and/or responsibilities may change or be assigned at any time with or without notice.

## **UNION REPRESENTATION**

This position is a bargaining unit position. As such, the position is represented by the union, the Association of Disabled Service Employees (APDSE). Membership to the APDSE is optional; however, the APDSE is certified to represent the positions within the bargaining unit at DCRC.

## **HOW TO APPLY**

To apply for this position, please submit a cover letter, resume, and the completed employment application forms to [dcrc@dcrc.co](mailto:dcrc@dcrc.co) You may also fax your application documents to 310-390-4906 or drop them off to our Mar Vista office located at 12901 Venice Blvd., Los Angeles, CA 90066.

Please note that incomplete applications will not be considered.

## **CONDITION OF EMPLOYMENT:**

As a condition of employment, all hires will be required to comply with the Disability Community Resource Center Mandatory Vaccination Policy. All Covered Individuals under the policy must provide proof of Full Vaccination or, if applicable, submit a request for Exception (based on Medical Exemption, Disability, and/or Religious Objection) or Deferral (based on pregnancy) no later than the applicable deadline. New DCRC employees must (a) provide proof of receiving at least one dose of a COVID-19 Vaccine no later than 14 calendar days after their first date of employment and provide proof of Full Vaccination no later than eight weeks after their first date of employment; or (b) if applicable, submit a request for Exception or Deferral no later than 14 calendar days after their first date of employment. Federal, state, or local public health directives may impose additional requirements.

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