



**TOBAGO REGIONAL HEALTH AUTHORITY  
HUMAN RESOURCES DEPARTMENT  
JOB DESCRIPTION**

<b>Job Title</b>	<b>Disaster Preparedness Officer</b>
<b>Department</b>	<b>Disaster Management</b>
<b>Reports to</b>	<b>Manager, Disaster Preparedness and Business Continuity</b>
<b>Head of Department</b>	<b>Manager, Disaster Preparedness and Business Continuity</b>
<b>Supervision Provided to</b>	<b>Not Applicable</b>

**JOB SUMMARY**

The Disaster Preparedness Officer is responsible for coordinating and maintaining the Tobago Regional Health Authority’s disaster readiness systems, simulation exercises, and inter agency collaboration. The incumbent supports disaster preparedness and business continuity planning across the Authority and manages emergency medical services for planned public events to ensure continuity of healthcare services and effective emergency response.

**PRIMARY DUTIES & RESPONSIBILITIES**

<b>Category</b>	<b>Duties &amp; Responsibility</b>
<b>Strategic</b>	Supports disaster preparedness and business continuity initiatives: <ul style="list-style-type: none"> <li>• Assists with maintaining and updating TRHA’s emergency response protocols to ensure alignment with national policies and established best practices.</li> <li>• Supports facility-level disaster readiness assessments, preparedness activities, and drills in collaboration with the Occupational Safety and Health (OSH) Unit.</li> <li>• Engages departments in disaster preparedness and business continuity planning, documentation, and continuous improvement efforts.</li> <li>• Supports sensitization and awareness activities to educate staff on TRHA’s disaster preparedness and business continuity plans.</li> <li>• Contributes technical input to disaster risk reduction, preparedness, and continuity initiatives.</li> </ul>
<b>Operational</b>	Coordinates disaster preparedness initiatives: <ul style="list-style-type: none"> <li>• Maintains disaster readiness systems, plans, records, and documentation.</li> <li>• Coordinates the procurement and delivery of critical resources to ensure minimum quantities are maintained within the Authority’s emergency supply inventories.</li> <li>• Supports planning and execution of simulation exercises, tabletop exercises, and drills to enhance organizational readiness.</li> <li>• Facilitates collaboration with internal departments and external stakeholders to support preparedness and response efforts.</li> </ul>

<b>Operational</b>	<p>Manages medical event preparedness and response support:</p> <ul style="list-style-type: none"> <li>• Plans emergency medical services coverage for planned public events in collaboration with event organizers, first responders, and relevant agencies.</li> <li>• Coordinates the procurement and delivery of medical and logistical resources required for events.</li> <li>• Supports the setup, operation, and breakdown of medical posts (including Advance, Emergency, and Disaster Medical Posts).</li> <li>• Arranges staffing, transport, and triage logistics for medical posts and event coverage.</li> <li>• Supports emergency response operations under the direction of the Manager during incidents and disasters.</li> <li>• Conducts after action reviews and prepares incident and post event reports.</li> </ul>
<b>Fiscal</b>	<p>Supports the departmental budget management:</p> <ul style="list-style-type: none"> <li>• Assists with monitoring and tracking utilization of emergency supplies, equipment, and materials.</li> <li>• Supports procurement planning and inventory management for disaster preparedness and medical event activities.</li> <li>• Ensures appropriate documentation related to resource use and expenditures.</li> </ul>
<b>People</b>	<p>Liaise with internal and external stakeholders:</p> <ul style="list-style-type: none"> <li>• Collaborates with departments to support disaster preparedness and business continuity initiatives.</li> <li>• Works collaboratively with unit staff, facility personnel, and volunteers to support preparedness activities and emergency responses.</li> <li>• Provides functional guidance to assigned staff and volunteers during drills, exercises, and medical events.</li> <li>• Adheres to established policies, procedures, rules, and regulations.</li> <li>• Participates in training, professional development, and capacity-building initiatives.</li> <li>• Coordinates with emergency services, event organizers, and partner agencies to support preparedness, response, and medical event coverage.</li> </ul>
<b>Reporting &amp; Compliance</b>	<ul style="list-style-type: none"> <li>• Assists with preparation of reports, briefing notes, after-action reviews, and incident reports related to disaster preparedness, medical events, drills, and responses.</li> <li>• Ensures proper maintenance of emergency planning documentation and records.</li> <li>• Supports compliance with occupational safety, disaster management, and healthcare regulatory requirements.</li> </ul>

## QUALIFICATIONS & EXPERIENCE

- Bachelor’s degree in Emergency Management, Disaster Management, Public Health, Health Administration, or a related field.
- Certification or training in Disaster Management, Emergency Response, or Business Continuity would be an asset.
- Demonstrated experience supporting disaster preparedness, emergency response, or medical event operations in a healthcare or public sector environment.
- At least four (4) years’ experience in Disaster Management, Emergency Management, or a related field.

## KNOWLEDGE, SKILLS & ABILITIES

- Strong knowledge of disaster preparedness, emergency response systems, and business continuity planning in healthcare environments.
- Strong knowledge of risk assessments, emergency protocols, and hazard mitigation strategies.
- Strong organizational, coordination, and logistical planning skills.
- Strong analytical, problem solving, and decision-making abilities.
- Strong oral and written communication skills.
- Strong interpersonal and teamwork skills.
- Proficiency in Microsoft Office Suite (Word, Excel, Outlook, PowerPoint), OneDrive, and SharePoint.
- Ability to function effectively under pressure during emergency and disaster situations.

## SUPERVISORY RESPONSIBILITIES

Directly	Indirectly
<ul style="list-style-type: none"> <li>• N/A – No supervisory responsibilities</li> </ul>	<ul style="list-style-type: none"> <li>• Response Volunteers (during exercises, events, or emergencies as assigned)</li> </ul>

## KEY RELATIONSHIPS & CONTACTS

Internal	External
<p>Direct Supervisor</p> <ul style="list-style-type: none"> <li>• To obtain feedback and guidance on matters</li> <li>• To receive instructions, directives and tasks</li> </ul> <p>Department Heads</p> <ul style="list-style-type: none"> <li>• To support disaster and business continuity initiatives</li> </ul>	<p>Other Regional Authorities, Emergency Services, Emergency Management Authority and related organizations</p> <ul style="list-style-type: none"> <li>• To request information on releases and requirements.</li> <li>• To obtain feedback and guidance on follow-up action.</li> <li>• To submit key reports when requested.</li> </ul>

## KEY OUTPUTS & ACCOUNTABILITY

Accountable to	Output	Frequency
<b>Manager, Disaster Preparedness and Business Continuity</b>	<ul style="list-style-type: none"> <li>Support the implementation of disaster preparedness, business continuity, and medical event initiatives</li> </ul>	Daily
	<ul style="list-style-type: none"> <li>Provides reports, after-action reviews, and incident documentation</li> </ul>	Monthly
	<ul style="list-style-type: none"> <li>Support drills, exercises, and annual work plan activities</li> </ul>	Annually
	<ul style="list-style-type: none"> <li>Provide support during emergencies and planned events</li> </ul>	Ad Hoc / As Needed

## WORKING CONDITIONS

Condition	Description
<b>Environmental</b>	<ul style="list-style-type: none"> <li>Work is typically performed in a normal work environment with little environmental demands</li> <li>Rarely works in varying weather conditions, e.g., heat and rain.</li> </ul>
<b>Physical &amp; Travelling</b>	<ul style="list-style-type: none"> <li>Regularly works at a computer for extended period of time in a seated position</li> <li>Regularly exposed to rays from computer monitors that may lead to eye strain</li> <li>Regularly expected to commute between TRHA facilities</li> </ul>
<b>Mental &amp; Stress</b>	<ul style="list-style-type: none"> <li>Regularly manages tight deadlines brought about by project demands</li> <li>Regularly coordinates and performs simultaneous activities</li> <li>Regularly interrupted during activities (e.g. phone calls, meetings, etc.)</li> <li>Occasionally works in high pressure situations, particularly during emergency and disaster circumstances</li> </ul>
<b>Special Requirements</b>	May be required to be on call and participate in emergency responses outside normal working hours