



POSITION TITLE: Access and Functional Needs Coordinator

DIVISION: Emergency Management/CSEPP

POSITION GENERAL DESCRIPTION

The CSEPP Access and Functional Needs (AFN) Coordinator will work directly under the supervision of the CSEPP Manager of DEM. This position will require the candidate to maintain a valid driver's license and insurance. Travel in-state is the course of normal duties. There may also be occasional out of state travel and/or overnight travel.

MINIMUM REQUIREMENTS

Bachelor's degree or education and training equivalent to four (4) years of college education in business, liberal arts, or any field other than engineering or the hard sciences; and, a minimum of two (2) years related experience; or, an equivalent combination of education, training, and experience. Bilingual (Spanish preferred). Proficient in Microsoft Office applications.

ESSENTIAL FUNCTIONS

- Engage AFN community members, stakeholders, internal and external audiences in discussions that result in strategies and tactics that improve the overall preparedness activities and behaviors of the AFN community.
- Work with local, state and federal partners to improve emergency messaging.
- Research current best practices for AFN community outreach and education.
- Coordinate activities with Kentucky Department of Public Health, LFUCG Global Lex agency and the CSEPP Public Affairs Group.
- Develop culturally relevant messages for disaster preparedness, response and recovery.
- Performs related work as assigned.

ESSENTIAL FUNCTIONS

- Ability to engage diverse populations
- Knowledge of risk and crisis communications theories and concepts
- Carry out tasks with a minimum of supervision
- Compiling reports that can be presented to state and federal officials
- Professional presentation skills
- Working knowledge of emergency management concepts and principles, including NIWS and ICS. Preferred training includes ICS-300, ICS-400, G-191 and G-775 or equivalent military experience.

Salary: Minimum \$20/hour with paid holidays, one week paid vacation, healthcare benefits.

Apply to: Lanni Griffin-Brackensick, CSEPP Manager, Lexington Division of Emergency Management, 115 Cisco Road, Lexington, KY 40515. Email to: ygriffin@lexingtonky.gov