

CTACHMM - Job Ops, September 15, 2008, CT/MA/RI in bold
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**Field Operations Manager
Windsor, CT**

Job Description

Field Operations Management is a key function for The UIS Group and, as such, offers high visibility and career growth potential.. This critical position requires sound technical background in Property & Casualty Loss Control survey technique. It requires the ability to manage a field of independent contractors by dispatching work, providing technical guidance, managing time service and acting as a liaison with clients. This position is responsible for contractor selection, report quality and time service delivery.

Job duties:

- Manage independent contractors completing property and casualty loss control surveys for the commercial insurance industry.
- Provide technical oversight and performance management for quality assurance in a production environment.
- Managing time service delivery at industry leading levels.
- Assessment of contractor qualifications and abilities. Set standards for technical support to contractors.
- Marketing – support marketing efforts by maintaining quality contractors, professional credentials, demonstrating a strong customer orientation through effective management of field work and maintaining high standards for time service delivery. The Field Operations Manager will assist in marketing efforts, client presentations and service.
- Keep technically current with commonly used consensus standards and insurance industry requirements.

Job Qualifications:

- BS Degree – safety related major preferred
- Strong interpersonal, communication and presentation skills
- Industry recognized credentials (ALCM, ARM, CPCU, CSP or equivalent) or willingness to obtain within two years from date of hire.
- Experience managing a remote field staff.
- Computer skills to include working knowledge of Excel, MSWord, Outlook.
- Dynamic/energetic person who enjoys a fast pace and multi-tasking. Finding solutions that work for both the client and contractor can be both challenging and rewarding.

Fax a resume to 860-688-6457



Department of Health and Human Services
Direct Hire Career Opportunity Bulletin

PUBLIC SERVICE COORDINATOR I

(Director, Special Projects) (CA27)

RANGE: 27 (CONFIDENTIAL) (\$42,515.20 – 59,030.40/yr)

Value of State-paid Health & Dental Insurance: \$336.80 bi-weekly

Value of State's share of employee's retirement: 24.52 % of pay

OPENING DATE:

CONTACT: Virginia Roussel

CLOSING DATE:

TELEPHONE: (207)287-1873

CURRENT VACANCY INFORMATION:

The Department of Health and Human Services (DHHS) is driven by its vision of Maine people living safe, healthy and productive lives. The Maine Office of Public Health Emergency Preparedness (OPHEP) is the lead state agency responsible for the planning, coordination, and response to bioterrorism and other public health emergencies. OPHEP works in collaboration with key federal, state and local agencies to protect the health and lives of people in Maine by strengthening the ability of health agencies and partner organizations to detect, contain and manage public health threats and emergencies.

JOB DESCRIPTION:

This position will serve as the Maine CDC Pandemic Influenza Planning Coordinator. Critical Functions include providing oversight and management to Pandemic Influenza planning, implementation, and exercise activities while assuring coordination and cooperation with Maine's healthcare systems, emergency management, Federal and State agencies and community partners. Pandemic Influenza operations are an integral component of preparedness activities that focus on potential bioterrorism events and other public health infectious disease emergencies that might originate as a disease outbreak.

TYPICAL DUTIES:

- Conduct program planning activities
 - Consult and coordinate with Maine CDC Division and Program Directors, contracted agencies, healthcare providers and public health professionals
 - Participate in program, division and Maine CDC meetings and trainings as defined
 - Coordinate with Maine CDC staff and other internal/external partners to develop and improve Maine's readiness for bioterrorism threats, with a particular emphasis on detection and response planning for Pandemic Influenza
 - Provide consultation and public health education to statewide and community leaders and planners, health care professionals and facilities, local and municipal officials, and other state agencies regarding pandemic influenza as a public health hazard
 - Develop and conduct training, exercises and drills; including follow-up and corrective action according to established federal training protocol and guidelines
 - Utilize available public health and infectious disease data, and assist in the preparation of appropriate public health response plans
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- Prepare written reports and summaries of pandemic influenza planning and implementation efforts at the statewide and local level
 - Provide emergency preparedness and response expertise and technical assistance to Pandemic Influenza planning, assuring coordination of emergency management, public health and healthcare system activities
 - Provide leadership to Pandemic Influenza planning teams at the statewide and local level, assuring coordination of activities with planning based at Maine CDC
 - Define details of specific strategies for pandemic preparedness and response activities
 - Assist in the development of guidelines / resources to be provided to Pandemic Influenza planning groups

MINIMUM REQUIREMENTS:

An eight (8) year combination of education, training, and/or experience in public health, epidemiology and data management is required.

Preference will be give to candidates with the following: experience of the theory and principles of public health, infectious diseases of public health significance; knowledge of public health preparedness and healthcare system terminology. Candidates should also have experience in

developing and maintaining operational systems for management and tracking; identifying procedures needing modification to assure compliance with established guidelines; experience in the collection, analysis, compiling and dissemination of data for the purposes of program planning and implementation.

To apply, please send a completed direct hire application, and resume to:

Department of Health and Human Services
221 State St. Attn: V. Roussel, Human Resources Div.
#11 State House Station
Augusta, ME 04333-0011

The Department of Health and Human Services is an Equal Opportunity/Affirmative Action Employer. We provide reasonable accommodations to qualified individuals with disabilities upon request.
