

## POSITION DESCRIPTION

**Job Title** 1.0 FTE Coalition Readiness and Response Coordinator

**Reports To** MHREF HPP Director

**Job Purpose** This position will serve as the planning coordinator and plan developer for the Regional Healthcare Coalition of Eastern Montana. Duties will include coordinating the development of preparedness and response planning needs and engaging key stakeholders on the planning process with the goal of an effective and coordinated response among the healthcare system partners. Key stakeholders include hospitals and healthcare organizations, public health, Emergency Medical Services, emergency management and other relevant partners. Responsible for planning process including; identifying and assessing current plans, identifying planning gaps, developing plans, implementing plans, evaluating plans and plan improvements and revisions.

Coordinator supports the continuous development of a comprehensive training, exercise, and performance improvement cycle that includes the area's participating HPP hospitals, EMS, public health, and emergency management partners.

Listed below is an outline of the major duties and responsibilities that are required of the Coalition Readiness and Response Coordinator. Every effort has been made to make this position description as complete as possible. However, it in no way states or implies that these are the only duties that will be required to be performed.

### Major Duties and Responsibilities:

#### Project Management and Execution (Plan Development)

1. Ensure plans meet the Health and Human Services Assistant Secretary of Preparedness and Response requirements and the needs of key stakeholders as well as integrate with other healthcare and governmental agencies.
2. Work with other RHCC staff and DPHHS to develop training, implementation and performance of regional healthcare coalition disaster preparedness, response, and recovery effectiveness. Coordinate coalition members to help them create and implement effective training and exercises; lead after-action reviews, and assist with performance improvement plans (AAR/IP).
3. Develop and implement strategy to engage stakeholders across Eastern Montana, including stakeholder review and core member approval process as needed. Maintain effective contact lists for healthcare agencies within assigned region.

4. Work with other RHCCC staff and DPHHS programs to develop training, implementation and operationalization process for new plans and protocols.
5. Ensure vulnerable populations are involved in planning process and needs addressed.
6. Lead executive committee members of coalition meetings through plan briefings and updates in planning products and processes.
7. Conduct Hazard Vulnerability Assessment for the Regional Healthcare Coalition and assist members in writing HVA plans and processes.
8. Maintain records of purchases and activities. Comply with established procurement and compliance procedures, equipment inventory procedures. Provide records and reports to the HPP Director on a quarterly basis.
9. Maintain database and develop reports and related correspondence for all associated education, training, and exercise program records.
10. Provide training and assistance on implementation and use of the Juvare platform.
11. Attend regional LEPC meetings and brief on awareness of the coalition's purpose and composition of healthcare coalitions.
12. Coordinate and manage ASPR-funded regional grant program, including grantee support for proposal development, participating in committee to establish grant criteria, reviewing applications, and forwarding appropriate grant applications to the Executive Committee in each coalition for their final approval.
13. Attend and participate in regional meetings and national conferences as appropriate, including periodic gatherings of the Montana Emergency Preparedness Advisory Committee.
14. Research and respond to inquiries regarding Montana's hospital preparedness programs.
15. Assist DPHHS with periodic preparedness drills, table top exercises and other training opportunities as requested.

#### **Outreach, Communication, Liaison**

16. Prepare and present program overviews in areas of responsibility to healthcare facility administrative staff, medical staff and/or boards as requested by facility administrators.
17. Maintain liaison and working relationship with DPHHS Hospital Emergency Preparedness Director, Public Health, DPHHS, EMS staff, and other key partners within the state and region.
18. Identify and develop new grant opportunities to support emergency preparedness within Montana Healthcare facilities.

## **Qualification Requirements**

To perform this job successfully, an individual must be able to complete each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions listed above.

## **Education and/or Experience**

Minimum of an Associate's degree in a health-related field and four years of experience in a rural hospital, emergency preparedness or public health organization or equivalent combination of education and experience. Up-to-date knowledge and experience working with database management software such as Excel or Access. Prior experience in program management, public speaking and planning and organizing professional meetings/conferences desired.

Competitive applicants will have the following:

Microsoft Office Products, Juvare Platforms, Knowledge of healthcare coalitions

FEMA courses: IS100, IS120, IS130, IS200, IS235, IS300, IS366, IS546, IS547, IS550, IS700, IS800, IS808

CDP courses including FRAME, HSEP, HERT, HCL, and HID strongly preferred

NDLSF courses including BDLS, ADLS, CHEC strongly preferred

## **Language Skills**

Strong oral and written communications skills required. Ability to read, analyze and interpret general business periodicals, professional journals, technical procedures, or government regulations. Ability to write reports, business correspondence, and procedure manuals. Ability to effectively present information and respond to questions from individuals and groups of hospital executives and managers, medical professionals, other facility staff and the general public.

## **Mathematical Skills**

Ability to add, subtract, multiply and divide in all units of measure using whole numbers and apply concepts of basic algebra such as fractions, percentages, ratios and proportions to practical situations.

## **Reasoning Ability**

Ability to define problems, collect data, establishes facts, and draw valid conclusions. Ability to interpret an extensive variety of technical instructions in mathematical or diagram form and deal with several abstract and concrete variables.

## **Physical Demands**

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is regularly required to sit and talk or hear. The employee frequently is required to use hands to manipulate objects, tools, or controls. The employee is regularly required to stand, walk and reach with hands and arms. The employee is

occasionally required to stand, walk, and reach with hands and arms. The employee must occasionally lift and/or move up to 25 pounds. Specific vision abilities required by this job include close vision, distance vision, color vision, depth perception and ability to adjust focus.

### **Work Environment**

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to allow individuals with disabilities to perform the essential functions.

The position normally works in a professional office environment with occasional noise. **Overnight and day travel may be required up to 50% of the time.** Employee must hold a valid, unrestricted Montana driver's license.

### **Status**

Full-time; continued employment is dependent upon availability of grant/contract funding. FLSA status of this position is Non-Exempt.

Reviewed 11/2020