



Affiliate Staff Job Announcement

Job Title: North Central Region Healthcare Coalition Readiness & Response Coordinator

Reports to: Executive Director of North Central Region Healthcare Coalition

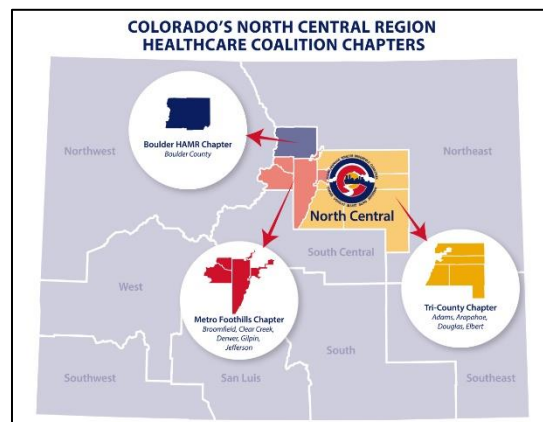
For Job Inquiries, Office Hours will be held: 7/20/2022, 7/21/2022, 7/26/2022 – schedule via [Calendly](#).

Resume Review Begins: 8/1/2022

Position open until filled.

About North Central Region Healthcare Coalition (NCR HCC)

The mission of the North Central Region Healthcare Coalition (NCR HCC) is to promote, develop and enhance cross-jurisdictional and cross-disciplinary coordination across the region's health and medical system, with a focus on incident preparedness, response and recovery. This is achieved through communication, planning, training, and collaboration, with coalition partners.



The NCR HCC Readiness and Response Coordinator reports directly to the Executive Director and is primarily responsible for facilitating the collaborative work of the coalition. This includes but is not limited to supporting the general oversight of coalition activities and projects including regional response efforts, grant development and management, and providing technical assistance.

The NCR HCC Readiness and Response Coordinator assists in the coordination of all-hazards emergency preparedness projects for the NCR HCC, working under the supervision and guidance of the coalition's Executive Director. The Readiness and Response Coordinator is primarily responsible for the development, implementation, and evaluation of emergency preparedness related plans, procedures, protocols, and agreements in coordination with local, regional, and state partners. This position supports the general oversight of coalition activities and projects including regional response efforts, grant development and management, and technical assistance.

The Readiness and Response Coordinator works closely with pre-hospital and hospital providers, local and state public health entities, local and state emergency management, and other key planning and response agencies to promote preparedness activities in the healthcare sector.

Work requires knowledge of current health and emergency management principles and best practices.

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Typical projects include plan development and review, training and exercise development, after action reviews, and access and functional needs planning, and program evaluation. The Readiness and Response Coordinator is also responsible for providing status reports on projects and deliverables to the NCR HCC Governance Board, Trailhead Institute, regional and state partners, and funders at both the state and federal level.

Given the diversity of partners and projects that arise, the Readiness and Response Coordinator must be comfortable working both independently and collaboratively with partners from across the region and state.

About Trailhead Institute

This position is hired through Trailhead Institute and is directed by the NCR HCC Governance Board and Executive Director. [Trailhead Institute](#) (Trailhead) is a public health institute whose mission is to advance innovation and collaboration in public and environmental health. With this in mind, this position will work with everyone within the Trailhead Institute team and the NCR HCC to further the organization and the Coalition's mission, and operate in accordance with our guiding values of teamwork, openness, responsiveness, accountability and leadership.

Job Description

- Engage with a variety of stakeholders to build and maintain a collaborative network and environment across the ten (10) counties of the North Central Region.
- Organize and facilitate collaborative discussions.
- Participate in coordination of efforts to develop comprehensive emergency preparedness plans (e.g., response plan annexes, information sharing plans, continuity of operations, etc.) to prepare members and regional partners for designated emergency planning, response and recovery efforts.
- Serve as a liaison with response partners, including offices of emergency management, hospitals, behavioral health, fire, law enforcement, emergency medical services, community clinics, governmental agencies, other healthcare coalitions, etc.
- Participate in coordination efforts to enhance the readiness of the hospital and pre-hospital system to deal with large numbers of casualties and/or patient surge.
- Attend and participate in meetings and committees related to coalition operation and program activities.
- Monitor and report on NCR HCC funded projects to include grant deliverables, member projects, and regional initiatives.
- Assist in the coordination of all training programs and exercises sponsored by or participated in by the Coalition.
- Assist in the planning, organization, evaluation and conducting of a wide variety of regional healthcare preparedness drills and exercises, in accordance with FEMA's Homeland Security Exercise and Evaluation Program (HSEEP).
- Facilitate hot washes with NCR HCC members and healthcare executives related to exercises, planned events and actual incidents.
- Develop and update regional plans to address identified gaps resulting from After Action

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Reports/Improvement Plans created from exercises and real world events.

- Provide support to NCR HCC members in addressing identified gaps resulting from After Action Reports/Improvement Plans, as needed.
- Provide technical assistance to NCR HCC partners in the development, implementation, and facilitation of training curricula.
- Assisting in the coordination of redundant communications drills with all HCC members to ensure functional communication systems.
- Representing the NCR HCC in large emergency responses; this could include unplanned work on nights and weekends.
- Assisting in the organizational management activities such as developing and monitoring budgets, developing and monitoring statements of work, contract monitoring, and reporting on these activities as needed.
- Additional duties as assigned.

Knowledge, Skills, and Abilities

Culture competency skills:

- Ensure the consideration of the role of cultural, social and behavioral factors in the accessibility, availability, acceptability and delivery of training and programs.

Education and Experience:

- Requires a Bachelor's Degree from an accredited college or university with major coursework in emergency management, public health, communications, education, or a related field, and 3-5 years relevant work experience. Relevant professional experience may be substituted for education requirements.
- Excellent interpersonal skills and ability to communicate effectively in verbal and written format to maintain cooperative working relationships with many different types of organizations, public officials and the general public.
- Excellent administrative skills, organizational skills, ability to work independently and take initiative.
- Must be highly detail oriented.
- Successfully complete the FEMA IS 100, 200, 700, and 800 courses within a 12-month period of hire date.
- Successfully complete the FEMA ICS 300 and 400 courses within a 12-month period of hire date.
- Experience working in a coalition (or other multi-sector, collaborative organization) preferred.
- Disaster preparedness background, preferred.
- Good understanding of current health and emergency management principles, best practices, and operational processes within healthcare organizations.
- Skilled in common office and presentation software systems.

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Knowledge of:

- Principles, practices, techniques, and procedures related to emergency preparedness planning, evaluation, needs assessment, statistical analysis and data interpretation.
- Principles and methods of project management and evaluation including analysis, evaluation, report writing, and grant writing.
- Word processing, database records management, PowerPoint presentations, and research methods via the Internet.

Ability to:

- Establish and maintain effective working relationships with staff, representatives of other agencies and organizations, state and local responders, and all members of the community.
- Communicate effectively both verbally and in writing to make informational presentations, write plans and prepare evaluative reports.
- Develop measurable objectives and gather, analyze and interpret data.

Special Qualifications:

Requires the use of a personal automobile, valid driver's license, ability to travel throughout the state and a safe driving record.

Equipment Used:

Standard office equipment including, but not limited to, personal computer and associated hardware and software, telephone, copier, radios, fax, audio-visual equipment and passenger vehicles.

Working Conditions and Physical Requirements

Work is primarily conducted indoors with occasional time spent in an outside environment. Coordinator experiences routine exposures and hazards of a typical office environment. Coordinator is occasionally required to work after normal work hours to attend community meetings and events.

This is a LIMITED SERVICE position. Funding for this position is provided by limited term federal funding and is dependent on that funding being maintained. If the funding ends, the position will be discontinued and there is no guarantee for additional employment with Trailhead Institute.

Hiring salary range for this position is \$58,000 - \$75,000. Position is located in Denver, Colorado. While this position has the title and responsibilities of a Coordinator at NCR HCC, it may be classified differently at Trailhead Institute. Trailhead Institute offers a generous benefits package including health, dental, vision, life, short-term and long-term disability, and a 401k with employer match up to 6%.

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1385 S Colorado Blvd, Suite 622, Denver, CO 80222 | 303-910-4682 | trailhead.institute

To Interview Us: We will be holding **three office hours** during the application period, between **July 20 – July 26**. This offers you an opportunity to schedule a 15-minute call and ask any questions regarding the job announcement or about either North Central Region Healthcare Coalition or Trailhead as this role would be working closely with both organizations. Sign up via [Calendly](#). If you are unable to make it to the scheduled office hours, check out our [NCR HCC Readiness & Response Coordinator Q&A](#), which we will update with questions and answers that arise after each office hour session.

To Apply:

- Send a resume
- Send a reference list with three references, including name, job title, phone & email
- And, either a one-page cover letter, or alternatively, if you prefer, in lieu of a cover letter, please answer the following questions in no more than one page:
 1. Tell us why you're attracted to this job and NCR HCC.
 2. What experiences and expertise do you want to share that you would bring to this role?
 3. What other experiences (including lived experiences) should NCR HCC and Trailhead Institute know about to understand how you approach this work?

Submit all application materials via email to mdeland@NCRHCC.org with the subject "NCR HCC Readiness & Response Coordinator." Applications will be reviewed and interviews offered to qualified applicants until the position is filled.

Trailhead Institute is dedicated to providing equal employment opportunities to all individuals based on job-related qualifications and ability to perform a job, without regard to age, sex, race, color, veteran status, religion, disability, sexual orientation, gender identity, marital status or national origin. Trailhead Institute is a passionate supporter of inclusivity and welcomes applications from all communities, particularly from people of color, LGBTQ people, immigrants or refugees, people with disabilities, and people from low- or moderate-income backgrounds.