

**Contractor Position: NERHCC Readiness & Response Coordinator**

Reports to: *NERHCC Board*

Date updated: 01/23/2024

Resume Review Begins Week of: 02/01/23

**Overview of the Northeast Region Healthcare Coalition**

The Northeast Region Healthcare Coalition (NERHCC) is a growing alliance of response and support agencies. The purpose and mission of the coalition is to develop partnerships with member agencies and other stake holders to increase efforts in emergency preparedness.

**Purpose of the Position**

The NERHCC Coordinator position assists in the coordination of all-hazards emergency preparedness projects for the NERHCC, working under the supervision and guidance of the coalition's Committee's Hospital Chair. The Coordinator will be 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.

This position 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. This position reports directly to the NERHCC Steering Committee.

Work requires knowledge of current health and emergency management principles and best practices. This position is responsible for assisting in the coordination of multiple projects, including: plan development and review, training and exercises, assessments, and access and functional needs planning and program evaluation in the five-county area of the North East Region. This position requires tracking and reporting of projects and deliverables on a monthly basis to the NERHCC Committee, Trailhead Institute, and the Colorado Department of Public Health and Environment. The Coordinator is expected to work independently at times and collaboratively with members of the NERHCC Steering Committee.

**Services Desired:**

Assist in the development, implementation, and evaluation of emergency preparedness related plans, procedures, protocols, and agreements in coordination with local, regional, and state partners by:

- Assisting in the 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.
- Serving as a liaison with other response partners, including offices of emergency management, hospitals, behavioral health, fire, law enforcement, emergency medical services, community clinics, governmental agencies, other healthcare coalitions, etc.
- Assisting in the coordination efforts to enhance the readiness of the hospital and pre-



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hospital system to deal with large numbers of casualties and/or patient surge.

- Participating in required meetings and committees related to program activities and responsibilities.
- Attending NERHCC chapter meetings, Steering Committee meetings and subcommittee meetings, as required.
- Monitoring regional compliance with the Office of Assistant Secretary for Preparedness and Response (ASPR), Healthcare Preparedness Program (HPP), State, and Federal guidelines and regulations related to emergency preparedness.
- Assisting in the coordination of all training programs and exercises sponsored by or participated in by the Coalition.
- Assisting 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).
- Completing hot washes with NERHCC members and healthcare executives related to exercises, planned events and actual incidents.
- Update and enhance the plans to address identified gaps resulting from After Action Reports/Improvement Plans created from exercises and real world events.
- Providing support to NERHCC members in addressing identified gaps resulting from After Action Reports/Improvement Plans, as needed.
- Assisting NERHCC members and designated 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 NERHCC in large emergency responses; this could include unplanned work on nights and weekends.
- Assisting in the administrative activities of the Coalition, including budgeting and preparation of written reports, in a manner that is fiscally responsible, consistent with state and federal program guidance, and in compliance with applicable state and federal grant management policies and rules.
- Additional duties as assigned and required.

### 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 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 hired date.
- Successfully complete the FEMA ICS 300 and 400 courses within a 12-month period of hired date.
- Excellent interpersonal skills and ability to communicate effectively in verbal and written format to maintain cooperative working relationships with many different types of



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organizations, public officials, and the general public.

- Disaster preparedness background, preferred.
- Good understanding of processes within healthcare organizations.
- Skilled in common office and presentation software systems.

Culture competency skills:

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

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 other employees, 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.



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This is a contracted position for up to 5 months, with the option to extend. It is expected that the position live in the region. Compensation for this position is \$35,000, and to be paid based monthly over the full 5-month period. If terms of funding, or expectations of the board are not met, then anticipated payments may be remitted.

### Submittal Requirements:

- Send a resume
  - Send cover letter
  - Send a reference list including name, job title, contact info (phone & email)
- Submit all application materials via email to [adminpartner@trailhead.institute](mailto:adminpartner@trailhead.institute) with the subject **“NERHCC R&R Coordinator”**

Applications will be accepted until the position is filled, but full consideration will be given to complete applications received by 12/22/2023. Review of applications will begin the week of 1/1/2024. Only electronic submissions are accepted.

Trailhead anticipates an initial 6-month contract, with an option to extend. All fees should be set for a month-by-month term and clearly stated in the Scope of Work. A Master Services Contract template is available on request. Finalists will be asked to review and indicate any requested changes to the Master Services Contract prior to receiving an offer.

If selected for this contract, the following additional documents will be required prior to contract execution: W-9 and Waiver of Subrogation.

Trailhead Institute is dedicated to providing equal opportunities for all employees and contractors 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 actively supports working with businesses owned and led by women, people of color, people within the LGBTQ+ community, immigrants or refugees, people with disabilities, and people from low- or moderate-income backgrounds.