

Coalition Training Coordinator

Do you have a passion for training? Excited about working with healthcare organizations? **Join our highly skilled professional team!**

NWHRN is seeking a dynamic individual to serve as our Coalition Training Coordinator.

This position is responsible for the Network's training initiatives. Working with other coalition staff, this position develops training to support Network planning efforts and address community needs. This position works closely with the Coalition Exercise Coordinator and Coalition District Coordinators, and reports to the NWHRN Coalition District Manager.

EXAMPLES OF DUTIES

I. Capabilities assessment, training development and information sharing

- Develop and administer coalition capabilities needs assessment to assess healthcare training needs.
- In collaboration with key stakeholders and Coalition Exercise Coordinator, develop an annual and multi-year training plan based on training needs assessment and identified gaps. Plan will include federal grant requirements and organizational priorities
- Development of coalition trainings to support annual and multi-year training plan.
- Coordinate among partners to innovatively develop collaborative trainings.
- Incorporate best practices into training plans through monitoring of industry trends and networking with other organizations.
- Support development of training to educate stakeholders on Network plans.
- Lead development of training templates and formats that can be implemented by healthcare coalitions and organizations.
- Collaborate with district coordinators to share tools, templates and best practices and ensure that both rural and metro/urban healthcare needs are being supported.
- Serve as a resource to support healthcare organizations with their training needs.
- Serve as presenter on NWHRN initiatives when needed in district, state or national forums
- Contributes to NWHRN Programs team as a training and exercise subject matter expert.
- Other duties as assigned to support team work plans and goals.

II. Participate in NWHRN emergency response activities

- Act as NWHRN Duty Officer on a rotating basis. Duty Officer requires 24/7 monitoring of duty line and responding as appropriate.
- Maintain readiness and qualifications to act as a member of NWHRN response team in order to support healthcare when impacted by a man made or natural disaster and/or heightened activity. All members of NWHRN are expected to support response staffing and/or deployment within the state of Washington as requested.

Travel throughout Western Washington and to/from NWHRN's main office is required.

Overview of NWHRN

Northwest Healthcare Response Network (NWHRN) is a public-private partnership and nationally recognized nonprofit healthcare coalition serving healthcare organizations and community partners through coordination of regional healthcare emergency preparedness, response and recovery initiatives.



Based in the greater Seattle area, NWHRN serves as the Western Washington healthcare coalition, with the largest concentration of healthcare organizations in the Pacific Northwest. NWHRN also closely partners with local health departments and the Washington State Department of Health. We are a small, growing nonprofit organization. More information about NWHRN is available at www.NWHRN.org.

Qualifications

- Bachelor's degree and 3-5 years of experience, or at least 8 years of related experience.
- Experience working in healthcare strongly preferred.
- Demonstrated experience as a trainer/educator.
- Demonstrated ability to build and maintain good working relationships with staff, stakeholders, and partners.
- Proven ability to think strategically to develop a broad program that also addresses implementation details.
- Demonstrated experience developing T&E plans, training materials, templates and procedures.
- Ability to manage multiple and shifting priorities.
- Skill in being sensitive to the political environment.
- Excellent communication and relationship-building skills.
- Ability to clearly communicate complex and technical information to a non-technical audience.
- Ability to prepare and conduct presentations in front of large crowds and diverse audiences.
- Demonstrated project management skills with the ability to handle multiple projects simultaneously and prioritize effectively with competing deadlines and time constraints.
- Excellent written and oral communication skills.
- Personal qualities of integrity, credibility, and a commitment to the Network's mission.
- Ability to travel throughout Western Washington and to NWHRN office.

Desired Qualifications:

- Knowledge of the public health system in Washington State.
- Knowledge of emergency management and incident command.

Benefit Highlights

- 100% Medical, Dental and Vision for employee; 75% for each dependent
- Paid vacation, sick Leave, 8 holidays, and 2 personal days.
- FSA and retirement plan

This is a full-time salaried, exempt position. NWHRN is an equal employment opportunity employer. Location of work: NWHRN main office in Tukwila, WA.

Please send a cover letter and resume to: hr@nwhrn.org with the subject line title: "Training Coordinator"

or via postal mail to: NWHRN, 7100 Fort Dent Way, Suite 210, Tukwila, WA 98188

Applications are due by close of business on January 18, 2019.

Applications will be reviewed on a rolling basis. Questions may be answered via email. Please send all inquiries to: hr@nwhrn.org.