



Coalition Exercise Coordinator

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

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

This position is responsible for the Network's exercise initiatives and serves as the Network's exercise design and implementation expert. Working with other coalition staff, this position develops exercises to support Network planning efforts and address community needs. This position is also responsible for the Network's programmatic support for healthcare members in meeting accreditation, licensing and regulatory compliance standards for emergency preparedness. This position also acts as an on-call duty officer and takes an active role in Network response operations. This position works closely with the Coalition Training Coordinator and reports to the NWHRN Coalition Planning and Preparedness Manager.

EXAMPLES OF DUTIES

I. Capabilities assessment and development of exercises to address gaps

- Develop and administer coalition capabilities assessment needs assessment to assess healthcare exercise needs.
- In collaboration with key stakeholders and Coalition Training Coordinator, develop an annual and multi-year training and exercise plan based on needs assessment and identified gaps. The plan will include federal grant requirements and organizational priorities.
- Lead and/or support development of exercise templates that may be delivered by district coordinators.
- Develop exercises to address gaps identified in annual assessment.
- Provide technical assistance on after action processes for district coalition exercises, where feasible.
- Develop and maintain mechanism or system to communicate exercise opportunities throughout the 15 county Coalition service area.
- Serve as presenter on NWHRN initiatives when needed in district, state or national forums.

II. Coalition Surge Test (CST)

- Acts as lead exercise planner for annual CST to meet ASPR and Dept. of Health requirements.
- Ensures stakeholder engagement and participation in annual CST.
- Supports implementation of CST exercise throughout Network service area.
- Develops CST after action report and improvement plan to support incorporation of best practices and measure improvement in on-going CST exercises.

IV. 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. All members of NWHRN are expected to support response staffing and/or deployment within the state of Washington as requested.



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. Visit our website for more information: www.NWHRN.org.

Qualifications

- Bachelor's degree and 3-5 years of experience, or least 7 years of related experience.
- Experience working in healthcare and/or public health preparedness strongly preferred.
- Experience developing and implementing tabletop and functional exercises.
- Demonstrated experience developing communications, training materials, and procedures.
- Skill in being sensitive to differing community needs.
- Excellent oral and written communication and relationship-building skills.
- Demonstrated project management skills with the ability to handle multiple projects simultaneously and prioritize effectively with competing deadlines and time constraints.
- Demonstrated ability to build and maintain good working relationships with staff, stakeholders, and partners; facilitate internal and external teams; and work closely with internal and external leadership regarding exercise program development and implementation.
- Personal qualities of integrity, credibility, and a commitment to the Network's mission.
- Ability to travel to meetings locally and regionally. Travel throughout Western Washington and to/from NWHRN's main office is required.

Desired Qualifications

- Knowledge of hospitals and healthcare organizations or systems.
- Knowledge of the public health system in Washington.
- 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: "Exercise Coordinator"

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

Applications are due by close of business on March 29, 2019. Applications will be reviewed on a rolling basis. Questions may be answered via email. Please send all inquiries to: hr@nwhrn.org.