



## **Coalition High Consequence Infectious Disease Coordinator** (One year position)

**The Northwest Healthcare Response Network is seeking a dynamic individual to serve as our Coalition High Consequence Infectious Disease (HCID) Coordinator.** This position will be responsible for expanding the Network's HCID initiatives by crafting a multi-year Coalition HCID sustainment strategy and developing a Western Washington HCID preparedness workshop based on that strategy. The HCID Coordinator is also responsible for further integrating the Regional Acute Infectious Disease Response Plan into the Coalition's full-service area, designing HCID exercises, and further developing the Coalition's Acute Infectious Disease Advisory Group. This position works closely with the Coalition Training, Exercise and Planning Coordinators and reports to the NWHRN Coalition Planning and Preparedness Manager.

This is a 12 month (July 2019 – June 2020) salaried, full-time exempt position.

### **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: [NWHRN.org](http://NWHRN.org).

### **EXAMPLES OF DUTIES**

#### **I. Develop HCID Sustainment Plan**

- Conceptualize and draft a multi-year Coalition-wide HCID sustainment plan for regional coordination among healthcare organizations, public health departments, emergency medical service providers and related partners. The multi-year plan will include strategies to sustain and grow Coalition-wide HCID readiness, standardization and coordination capabilities.
- Research and include recommendations for regional planning, exercising, training and standardized procurement practices.
- Solicit input from partners.
- Present results of the plan to partners across the coalition.

#### **II. Western Washington HCID Workshop**

- Develop and execute a half- to full-day workshop focused on high consequence infectious disease preparedness and response for healthcare organizations, public health departments, emergency medical service providers and related partners.
- Lead and/or participate in workshop planning committee to include healthcare and public health representatives.
- Design Workshop sessions, solicit presenters, and liaise with speakers.
- Develop Workshop program and evaluations.



### III. Participate in High Consequence Infectious Disease Coalition Planning

- Actively participate in and provide staff support to the Network's Acute Infectious Disease Advisory Group.
- Review and recommend improvements to Coalition HCID plans, exercises and trainings.

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

### QUALIFICATIONS

- Bachelor's degree and 3-5 years of experience, or least 7 years of related experience.
- Knowledge of hospitals and healthcare organizations or systems.
- Experience working in healthcare and/or public health epidemiology, infection prevention and/or infectious diseases strongly preferred.
- Experience developing and implementing plans, policies, exercises and/or trainings.
- Knowledge of the public health system in Washington preferred.
- Knowledge of emergency management and incident command preferred.
- 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.
- Personal qualities of integrity, credibility, and a commitment to the Network's mission.
- Ability to travel to meetings locally and regionally.

Location: NWHRN main office in Tukwila, WA.

NWHRN is an equal employment opportunity employer.

### **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

Please send a cover letter and resume to: [hr@nwhrn.org](mailto:hr@nwhrn.org) with the subject line title: "HCID Coordinator"

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

Applications are due by close of business on June 15, 2019.

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