



Coalition High Consequence Infectious Disease Coordinator

The Northwest Healthcare Response Network is seeking a dynamic individual to serve as our Coalition High Consequence Infectious Disease (HCID) Coordinator. This new limited term Coalition HCID Coordinator position is responsible for maintaining and growing the Network's HCID initiatives by principally crafting a multi-year Coalition HCID sustainment strategy and complementing implementation work plan. The approximately five-year strategy is needed to sustain and continue building Coalition-wide HCID readiness, standardization and coordination capabilities within the Coalition, and with local, regional and state partners. The 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 advancing 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 salaried, exempt, full-time position, funded through June 30, 2020, with possible brief extension.

EXAMPLES OF DUTIES

I. Sustainment Strategy

- Conceptualize and draft a multi-year Coalition-wide high consequence infectious disease sustainment strategy for regional coordination among healthcare organizations, public health departments, emergency medical service providers and related partners.
- The strategy will be based in part on a November 2019 Western Washington High Consequence Infectious Disease Workshop, in which the Coordinator is expected to participate in.
- Draft a complementary multi-year work plan to carry out the strategy.
- Include recommendations for regional planning, exercising, training and standardized procurement practices.
- Solicit input from partners and present results of the strategy and work plan.

II. Participate in High Consequence Infectious Disease Coalition Planning

- Actively participate and provide staff support to the Network's Acute Infectious Disease Advisory Group.
- Review and recommend improvements to Coalition HCID planning documents, exercises and trainings.
- Draft new Coalition HCID planning documents as time/resources permit.

The position is based at the NWHRN's main office in Tukwila, WA. Travel throughout Western Washington and to/from the NWHRN's main office is required.



QUALIFICATIONS

- Bachelor's degree and 3-5 years of experience, or least 7 years of related experience.
- Experience working in healthcare or public health epidemiology, infection prevention, infectious diseases and/or emergency preparedness strongly preferred.
- Experience developing and implementing plans, policies, exercises and/or trainings 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.

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.
- Knowledge of high consequence infectious disease preparedness and response capabilities

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

Salary Range: \$65,000 – 85,000

To Apply:

Please send a cover letter and resume to: 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 Friday Sept. 20, 2019.

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