



Healthcare Coalition Regional Coordinator – North District

Who We Are:

The Northwest Healthcare Response Network (NWHRN) has a unique and vital role in disaster planning, response, and recovery: We lead and coordinate a **coalition** of independent healthcare organizations, public health leaders and emergency response partners to ensure Western Washington communities can get needed healthcare services during emergencies and disasters. This is the heart of our mission during any kind of crisis. Our goal is that every patient gets the care they need when disasters strike.

We are a local and national leader on multi-hazard healthcare preparedness and response and multi-sector engagement. Our **expertise** centers on developing the relationships, plans and capabilities that are at the core of a coordinated emergency response. Our **approach** to disaster planning and response relies on **both art and science**. We leverage expertise, collaboration, partnerships, innovation, and accountability to identify novel approaches to multisector challenges and implement solutions.

We achieve our goals through a commitment to teamwork, collaboration, individual accountability, remaining agile, a dedication to customer service and taking initiative to work through obstacles. We believe in the philosophy and ethos of “We not Me.” We seek to foster and maintain a culture of mutual support, growth, and working towards the common good to realize our mission, both internally and externally.

Who You Are:

Our future Coalition Regional Coordinator – North District is excited to join a team focused on helping ensure patients get care in disasters through coordination, collaboration and readiness with our healthcare and emergency response partners. They are a dynamic individual, adept at communicating effectively with a variety of different partners, each with their own set of priorities.

Our ideal candidate is passionate about our mission and shares our philosophy on organizational culture and approach. They have a high degree of integrity and demonstrate professionalism and personal accountability. They enjoy working with a team and partners who bring diverse backgrounds and skill sets and believe our best outcomes are achieved by working together. They are comfortable with being nimble in a small organization. They are conscientious and are mindful for how their actions affect others. They approach their work by seeking to understand the needs and objectives of others and taking these into account to inform how they achieve their objectives. They maintain a growth mindset and are committed to continuous improvement. They seek and provide feedback and they adapt their approach and expectations accordingly both within the team and with our partners.

Does this sound like you?

Join our skilled, mission-driven, and professional team!

Note Location: Candidates be willing to work and travel in one of the counties (Island, San Juan, Skagit, Snohomish, and Whatcom counties) or Tribal Nations in the North District geographic area. Preferred candidates live in the North District geographic area.

Job Summary:

The Regional Coordinator – North District is responsible for the implementation of NWHRN’s preparedness, response and recovery programs and activities throughout **North District (Island, San Juan, Skagit, Snohomish, and Whatcom counties)** and Tribal Nations within the associated geographic area. The Regional Coordinator facilitates engagement with and between various healthcare sectors, emergency medical services (EMS), emergency medical departments (EMD) and Public Health departments (PH) to ensure accurate reflection of community needs throughout NWHRN activities. This position is a member of the Program Operations team. The Regional Coordinator works in collaboration with NWHRN staff to lead and contribute to local community, coalition-wide and statewide initiatives.

Essential Functions:

Duties & responsibilities include, but are not limited to:

- I. Ensure incorporation and implementation of District communities in NWHRN’s plans, initiatives, trainings, and exercises:**
 - Ensure that NWHRN programs, plans, and activities are inclusive of and appropriate to support community priorities within a district for all preparedness, response, and recovery initiatives.
 - Ensure the needs of vulnerable and at-risk populations are also included.
 - Coordinate with district area partners to develop and implement NWHRN initiatives.
 - Within scope of this position, represent NWHRN to the district communities including healthcare, EMS, EMD, PH and other public and private community organizations.
 - Mobilize the local healthcare, EMS, PH and EMD community to participate in NWHRN activities to prepare for, respond to and recover from emergencies.
 - Provide direct support in the development and provision of NWHRN plans, trainings, exercises, and other community engagement initiatives as needed.
 - Serve as a presenter on NWHRN preparedness and response initiatives as appropriate in district, state, or national forums.
 - Support district implementation of information systems (e.g. WATrac).
- II. Ensure accurate reflection of NWHRN roles, responsibilities and activities in partner/stakeholder plans, and trainings and exercises within a District:**
 - Support development of NWHRN incorporation local Comprehensive Emergency Management Plans (CEMPs).
 - Support development of Memorandum of Understanding (MOUS) with local health jurisdictions.
 - Act as NWHRN subject matter expert (supported by NWHRN coalition staff) when communicating NWHRN roles and responsibilities to external partners and stakeholders.
- III. 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 to support healthcare when impacted by a man-made or natural disaster, disease outbreak and/or heightened activity. All members of NWHRN are expected to support response staffing and/or deployment within the state of Washington as requested.

Required Skills & Abilities:

- Bachelor's degree and 2-4 years of experience, or at least 5 years of related experience.
- Knowledge of hospitals and healthcare organizations and/or public health and/or emergency management.
- Project management skills with the ability to handle multiple initiatives and prioritize effectively.
- Excellent written and oral communication skills.
- Ability to communicate complex technical information to a non-technical audience.
- Ability to build and maintain good working relationships with staff, stakeholders, and partners.
- Ability to actively listen and integrate different community needs into work.
- Ability to travel to meetings locally and regionally. Travel supported by NWHRN.
- Ability to work well and collaborate in a team environment.
- Commitment to NWHRN's emergency preparedness and emergency response mission.
- Commitment to a growth mindset and being part of an agency that continues to adapt and evolve.

Preferred Experience:

- Demonstrated experience in healthcare preparedness planning and coordination preferred.
- Demonstrated knowledge of the community in Island, San Juan, Skagit, Snohomish, and Whatcom counties and associated Tribal Nations
- Healthcare community knowledge preferred.

Key Performance Indicators – Foundational Attributes to Our Success

The following are performance measures that are foundational to every role at NWHRN. They are critical to each individual role and our organizational success. They represent our values and guiding behaviors in how we do our work and achieve our mission. While these KPIs may manifest differently for each role, they are essential aspects of our culture of continuous improvement.

- Stewardship
- Teamwork
- Initiative
- Flexibility
- Accountability
- Communication
- Customer Service
- Leadership



Classification: Full-time, exempt, salaried position.

Reports to: Coalition District Manager

Hiring salary range: \$65,000-\$75,000

Benefit Highlights:

- 100% Medical, Dental and Vision for employee; 75% for each dependent; FSA option.
- Paid vacation, sick leave, holidays, and 2 personal days.
- Retirement plan with employer match up to 4%.

Location: Hybrid: Must live in NWHRN's North District service area. Some travel to in-person meetings, throughout the District and Network meetings may be required.

Hours: 40 per week. When needed, emergency response activities could require long hours and weekend work.

Work equipment: NWHRN supplies a work-issued laptop, cell phone and equipment to perform essential job functions.

Vaccination requirement: NWHRN requires COVID-19 vaccinations for all employees. Therefore, all employees are required to present proof of vaccination status upon hire, unless they qualify for an approved exemption.

To apply:

Please send a cover letter indicating interest in the position and resume to: employment@nwhrn.org with the subject line title:

“Regional Coordinator – North position”

Application due date:

Open until filled.

Applications will be reviewed on a rolling basis.

Questions may be answered via email. Please send all questions to: employment@nwhrn.org.

NWHRN is an equal employment opportunity employer.