



Healthcare Coalition Training and Exercise Coordinator

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 receive needed healthcare services during emergencies and disasters. This is the heart of our nonprofit 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 Training and Exercise Coordinator 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 with a passion for developing trainings and exercises to address community needs and improve healthcare preparedness.

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 mindful of how their actions affect others.

They approach their work by seeking to understand the needs and objectives of others, which then informs 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!



Job Summary:

This position is responsible for the review and analysis and implementation of the Network's training and exercise program and serves as the Network's training and exercise subject matter expert. Working with other coalition staff, this position develops and implements trainings and exercises to support Network planning efforts and address community needs based on their varying capabilities and standards. This position is also responsible for the Network's training and exercise programmatic support for healthcare members in meeting accreditation, licensing, and regulatory compliance standards for emergency preparedness. This role requires a high level of expertise in both exercise and training development as well as engagement with stakeholders and the ability to manage multiple timelines concurrently. This position also acts as an on-call duty officer and takes an active role in Network response operations.

A. Essential Training Functions: *Duties & Responsibilities include, but are not limited to:*

Capabilities assessment, training development and information sharing

- Develop and administer coalition capabilities needs assessment to assess healthcare training gaps and needs.
- Develop an annual and multi-year training plan and calendar based on the annual needs assessment and identified gaps. Plan will include federal grant requirements and organizational priorities
- Develop new and innovative coalition trainings to support the annual and multi-year training plan and meet the needs of our coalition partners.
- Create and maintain an online training platform.
- Coordinate among partners to develop collaborative trainings that align with emergency response plans, build capabilities and support program requirements.
- In partnership with the Network team, ensure coalition partners are trained on internal and external 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 teamwork plans and goals.

B. Essential Exercise Functions: *Duties & Responsibilities include, but are not limited to:*

I. Capabilities assessment and development of exercises to address gaps

- Develop and administer coalition capabilities needs assessments to identify and meet healthcare exercise requirements.
- In collaboration with key stakeholders, develop an annual and multi-year training and exercise plan based on gaps identified in previous needs assessment. The plan will include federal grant requirements, partner accreditation requirements, and organizational priorities.



- Develop trainings to support coalition partners in understanding exercise design, play, and assessment.
- Lead and/or support development of exercise templates to support district coordinators.
- Develop a progressive exercise program that addresses gaps identified via annual assessments, after-action reports, and key stakeholder feedback.
- Represent NWHRN in healthcare and response agency exercise planning committees
- Provide technical assistance on after action processes for district coalition exercises, where feasible.
- Develop and maintain partner relationships and distribution lists 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. Medical Surge and Response Exercise (MRSE)

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

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

Required Skills/Abilities:

- Excellent verbal and written communication skills
- Excellent organizational skills and attention to detail
- Basic understanding of clinical and institutional management practices and procedures
- Ability to read, understand, and adhere to a budget
- Proficient with Microsoft Office Suite (or related software)
- Creative problem solver
- Receive HSEEP (Homeland Security Exercise and Evaluation Program) training within first 4 months of hire

Education and Experience:

- Bachelor's Degree in related field + 2-4 years related experience OR Minimum 5 years related experience
- Exercise development and/or implementation experience

Desired qualifications:

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



Key Performance Indicators

The following are performance measures that are critical to success in every role at NWHRN. They represent our values and guiding behaviors in how we do our work and achieve our mission.

- STEWARDSHIP
- TEAMWORK
- INITIATIVE
- FLEXIBILITY
- ACCOUNTABILITY
- COMMUNICATION
- CUSTOMER SERVICE
- LEADERSHIP

Hiring salary range: \$70,000-\$80,000

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:

Candidate must live in Western Washington. Hybrid work in NWHRN's Western Washington service area; some travel to in-person 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.

Physical Requirements: Prolonged periods sitting at a desk and working on a computer. Must be able to lift up to 25 pounds at times.

Vaccination requirement:

NWHRN requires COVID-19 vaccinations. 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: hr@nwhrn.org with the subject line title: **"Training and Exercise Coordinator"**

Applications will be reviewed on a rolling basis. Position will be open until filled.

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

NWHRN is an equal employment opportunity employer.