



Healthcare Coalition Operational Planning 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 Operational Planning 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 excited to serve as the operational planning lead for community-level planning efforts supporting multiple healthcare sectors and their partners within the NWHRN service area.

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 serves as the operational planning lead for community-level planning efforts supporting multiple healthcare sectors and their partners within the NWHRN service area. This position works closely with healthcare organizations, public health agencies, emergency management departments emergency medical services, and NWHRN staff and volunteers to support ongoing development of NWHRN's response-focused planning projects. This position focuses on engaging these partners and building relationships that serve as a foundation to developing community-oriented plans. This position also acts as an on-call duty officer and takes an active role in Network response operations.

Location:

Candidate must live in Western Washington State. This position will work remotely with some required travel to in-person meetings with partners, mainly in the Seattle area.

Duties and Responsibilities:

I. Planning

- Serve as NWHRN's lead for projects and initiatives focused on community-level healthcare preparedness and response planning.
- Draft, coordinate and manage NWHRN's portfolio of healthcare preparedness and response plans.
- Participate in and/or lead committees, workgroups, etc. focused on relevant initiatives.
- Work with NWHRN stakeholders to ensure appropriate metrics are identified in NWHRN plans.
- Lead and/or assist in plan implementation initiatives.
- Develop and maintain a schedule/cycle for plan review.
- Develop and maintain strong collegial relationships with a diverse group of partners and stakeholders.
- Participate in developing after action reports and adjust planning priorities accordingly.
- Develop and maintain the annual healthcare coalition Hazard Vulnerability Assessment.
- Collaborate with members and partners in developing other/external plans and related projects.
- Maintain subject matter awareness and expertise of best practices in healthcare preparedness and key response topics. Incorporate into projects when applicable.
- Support development of planning related trainings and exercises with local, state, and other partners.
- Participate in regional emergency management planning forums.

II. Support information sharing about NWHRN programming and community capabilities

- Serve as presenter on NWHRN initiatives when needed in district, state, or national forums.
- Lead or assist with development of articles or publications related to NWHRN programming or community capabilities such as for trade publications and peer reviewed journals.

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

Qualifications and Skills:

- Demonstrated experience writing and developing plans, policies, procedures, etc. related to healthcare and/or public health emergency preparedness and response.
- Knowledge of emergency management (healthcare and/or government agencies) and incident command structure.
- Demonstrated facilitation skills with development of unified projects, initiatives, and products among diverse partners.
- Demonstrated project management skills with the ability to handle multiple initiatives and prioritize effectively.
- Ability to clearly communicate complex and technical information to a non-technical audience.
- Ability to prepare and conduct/facilitate presentations in front of large and diverse audiences.
- Ability to build and maintain good working relationships with staff, stakeholders, and partners.
- Excellent verbal and written communication skills
- Excellent organizational skills and attention to detail
- Creative problem solver
- Proficient with Microsoft Office 365 suite of software

Education and/or experience requirement:

Bachelor's degree in related field + 2-4 years related experience OR Minimum 5 years related experience

Desired:

Knowledge of hospitals and healthcare organizations and/or public health system in WA State.

Hiring salary range: \$70,000 - \$80,000 annually. Full compensation range for the job bracket is \$68 – 93,000. New hire initial salary is expected to be within the hiring salary range.

Benefit Highlights:

- 100% employer paid Medical, Dental and Vision insurance for employees; 75% employer paid insurance for each dependent.
- Paid vacation, sick leave, holidays, and 2 personal days.
- Retirement plan with employer match up to 4% of gross salary. Flexible Spending Account option.

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



Hours:

40 hours per week, generally Monday - Friday. 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: **"Planning 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.