Healthcare System Hazard Vulnerability Assessment (HVA)

Project Coordinator

Term Limited (thru June 2024)

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.

Job Summary:
Hazard vulnerability assessments (HVAs) form the basis of emergency management programs and assist in prioritizing organizational activities and resources. This term limited position serves as the project coordinator for a fully updated statewide healthcare coalition HVA, to be completed by June 30, 2024. Duties include leading internal and external processes that: validate and enhance the data gathering processes and results, and ensure broad, diverse stakeholder input across the State of Washington.

This position will work closely with healthcare organizations, public health agencies, emergency management departments, emergency medical services, and NWHRN staff and volunteers. This position will focus on engaging these partners and building relationships that serve as a foundation for the community oriented HVA.

Job Duties:
• Coordinate the full update of the statewide community-level healthcare system HVA by 6/30/2024.
• Lead an internal review of the HVA data gathering process to ensure comprehensive and data driven results are included.
• Review and enhance the modified Delphi Technique process to gather both subjective and objective information related to hazard risks and impacts.
• Lead projects and initiatives focused on hazard vulnerability preparedness and planning.
• Participate in and/or lead committees and workgroups focused on relevant initiatives related to the HVA project.
• Work with stakeholders to ensure appropriate metrics are identified in the HVA.
• Engage subject matter experts as needed.
• Develop and maintain a schedule/cycle for annual HVA review processes.
• Develop and maintain strong collegial relationships with a diverse group of partners and stakeholders.
• Maintain subject matter awareness and expertise of best practices in healthcare HVAs.
• Serve as presenter on NWHRN’s HVA work when needed in district or state meetings.
• Provide recommendations to ensure the healthcare HVA is best meeting the needs of the our coalition overall and partners.

Qualifications and Skills:

• Demonstrated experience developing plans, policies, procedures, etc. related to healthcare and/or public health preparedness.
• Demonstrated facilitation skills developing projects, initiatives, and products among diverse partners and stakeholders.
• Knowledge of the Delphi Technique
• 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
• Proficient with Microsoft Office 365 apps and software
• Creative problem solver

Education and/or experience requirement:

❖ Bachelor’s Degree in related field + 2-4 years related experience OR Minimum 5 years related experience.
❖ Master’s Degree preferred.

Desired qualifications:

▪ Prior experience developing hazard vulnerability assessments for a healthcare, public health or emergency management setting.
▪ Knowledge of hospitals and healthcare organizations and/or public health system in WA State.
▪ Knowledge of emergency management and incident command system (ICS).

Other duties may be assigned. Travel throughout Washington State may be required.

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. KPIs are:

Sept 2023
This position is full time, FLSA exempt, term limited, ending on June 30, 2024.

Hiring salary range: $70 - 80,000 annually

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.

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 15 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 a medical or religious approved exemption.

NWHRN is an equal employment opportunity employer.

To apply: Please send a short cover letter and resume to hr@nwhrn.org

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