



Coalition Training 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 Training 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 coalition training lead, 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!



Training Coordinator Job Summary

This position serves as the Network's subject matter expert in healthcare coalition training programs. Working with other coalition staff, this position develops and implements a wide variety of trainings 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 support for healthcare members in meeting accreditation, licensing, and regulatory compliance standards for emergency preparedness.

This role requires a high level of expertise in training development and implementation as well as familiarity and some experience with exercise development. Additionally, this role requires 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.

Classification: Full-time, FLSA exempt, salaried position

Reports to: Coalition Planning and Preparedness Manager

Location: Must live in Washington or Oregon states. Remote work with occasional travel within Washington State.

Essential Training Functions

Duties & Responsibilities include, but are not limited to:

I. Training development

- Develop an annual and multi-year coalition training and exercise plan based on gaps identified in previous needs assessment, in collaboration with key stakeholders. The plan will include federal grant requirements, partner accreditation requirements, and organizational priorities.
- Based on the training plan, develop new and innovative trainings that meet the needs of our coalition partners, aligns with emergency response plans, build capabilities and support program requirements as identified.
- Coordinate among partners and internal NWHRN stakeholders to develop trainings that are impactful and develop organizational knowledge and skills within the healthcare community.
- Lead development of training templates and formats that can be implemented by NWHRN and partner organizations.
- Serves as internal training subject matter expert for NWHRN staff and provides back up support to the Exercise Coordinator.
- Collaborate with the Exercise Coordinator to develop and implement the necessary training that supports NWHRN exercises.

II. Supporting the Capabilities Assessment and Information Sharing

- Support the development and administration of the coalition capabilities needs assessment to assess healthcare training gaps and needs.
- Co-lead NWHRN Training and Exercise Coalition Advisory Group with Exercise Coordinator.
- Lead the development and maintenance of an online training platform.
- Liaise 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 Subject Matter Expert resource, supporting healthcare organizations with their training needs as appropriate.



- Serve as presenter on NWHRN initiatives when needed in district, state, or national forums.
- Other duties as assigned to support teamwork plans and goals.

II. Medical Surge and Response Exercise (MRSE)

- Acts as support to the exercise coordinator for annual MRSE to meet ASPR and Dept. of Health requirements.
- Support the exercise coordinator in stakeholder engagement and participation in annual MRSE. Supports implementation of MRSE exercise throughout Network service area.
- Collaborates and supports MRSE after action report and improvement plan to support incorporation of best practices and measure improvement in on-going MRSE exercises.

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.

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 365 software.
- Creative problem solver.

Education and Experience

- Bachelor's Degree in related field + 2 years specifically related experience OR Minimum 5 years related experience.
- Demonstrated Training development and implementation experience.

Desired qualifications

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

Hours

40 hours per week, generally Monday - Friday. When needed, emergency response activities could require long hours and weekend work.



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: \$75,000 - \$82,000 annually. Full compensation range for the job bracket is \$74 – 86,000. 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.

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.

To apply:

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