



## Coalition District Coordinator – Central Washington

### 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 Washington’s 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, 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 District 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 human resource expert in a small growing non-profit organization.

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:

The District Coordinator is responsible for the implementation of NWHRN's preparedness, response and recovery programs and activities. The District Coordinator facilitates healthcare sectors, emergency medical services (EMS), Public Health department (PH), Emergency Management (EM), and other partner engagement to ensure accurate reflection of community needs throughout NWHRN activities and support ongoing relationship building.

This position functions as a part of the NWHRN Program Operations team and works in collaboration with NWHRN staff leading coalition and statewide initiatives. This position reports to the Coalition District Manager.

Success in this role involves excellent communication skills, active listening, relationship building, and enabling partners with various priorities to find consensus on work so we can all move capabilities forward. Our district coordinators need to be self-motivated to bring forward important work and collaborative in all their efforts, both internally and with partners.

Location: This is a fully remote position. **Candidates must live in Central Washington State.**

### Examples of Duties

*Duties & responsibilities include, but are not limited to:*

#### **I. Ensure incorporation and implementation of District communities in NWHRN's plans, initiatives, training 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, PH, EM and other public and private community organizations.
- Mobilize the local healthcare, EMS, PH and EM 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, training, exercises and other community engagement initiatives as needed.
- Connect NWHRN subject matter experts with appropriate geographic representatives to ensure engagement in NWHRN projects and plans.
- 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).
- Support response with district specific information or liaison functions.



## **II. Ensure accurate reflection of NWHRN roles, responsibilities and activities in partner and stakeholder plans, and trainings and exercises within a District**

- Support NWHRN incorporation in 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 all NWHRN 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. The Duty Officer requires 24/7 monitoring of duty phone line and response 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 and/or heightened activity. All members of NWHRN are expected to support response staffing and/or deployment within the state of Washington as requested.
- Support district level response needs, as appropriate.

Travel within the District boundaries and within Central Washington may be required of this position.

### **Education and/or Experience:**

Bachelor's degree and 2-4 years of experience, or at least 5 years of related experience preferred; candidates with strong qualifications but fewer years of experience will be considered.

### **Required Skills & Abilities:**

- Knowledge of hospitals and healthcare organizations and/or public health and/or emergency management and/or emergency medical services. (EMS)
- Project management skills with the ability to handle multiple initiatives and prioritize effectively.
- Excellent written and oral communication skills.
- Ability to communicate well with multiple audiences.
- 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 Central Washington counties.
- Healthcare community knowledge preferred.



### **Key Performance Indicators – Foundational Attributes to Our Success**

*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:** \$69,500 - \$74,700 annually.

New hire initial salary is expected to be within the hiring salary range. Actual salary will depend on experience and skills. The full salary grade range allows for compensation increases over time beyond the initial starting 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.

### **Hours:**

40 hours per week, generally Monday - Friday. When needed, emergent and /or emergency response activities could require long hours and weekend work. This is an FLSA exempt position.

### **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](mailto:hr@nwhrn.org) with the subject line title: **“Coalition District Coordinator – Central”**

**Applications** will be reviewed on a rolling basis. Questions may be answered via email. Please send all questions to: [hr@nwhrn.org](mailto:hr@nwhrn.org).

*NWHRN is an equal employment opportunity employer.*