

**CENTRAL VIRGINIA HEALTHCARE COALITION
POSITION DESCRIPTION AND REQUIREMENTS**

TITLE: REGIONAL HEALTHCARE COORDINATION CENTER (RHCC) MANAGER

POSITION DESCRIPTION:

The Central Virginia Healthcare Coalition (CVHC) RHCC Manager is responsible for the implementation and management of a regional healthcare emergency response system. In collaboration with the CVHC Program Manager, and stakeholders from jurisdictional Offices of Emergency Management, EMS, Fire, Hospitals, Healthcare Entities, and other services and systems as identified, the RHCC Manager will implement and manage the Regional Healthcare Coordination Center and various projects designed to support an integrated healthcare emergency response system.

The RHCC Manager must deal effectively with government and hospital administrators, public health officials, public safety officials, and other involved partners. He or she must be proficient in oral and written communication skills, have computer skills with a working knowledge of business applications and technology (Microsoft Office Suite). Frequent travel within the 22-county/5-city CVHC region, and travel outside the region is required. Overnight travel may be required.

The RHCC Manager is a contracted employee of the Old Dominion EMS Alliance, the fiscal agent for CVHC. The RHCC Manager reports to the CVHC Program Director.

The position is contracted annually, and is funded by a federal grant program on an annual basis. Renewals for additional one-year periods are offered based on availability of grant funds and performance.

A comprehensive benefit package is available.

EDUCATION REQUIREMENTS/QUALIFICATIONS/SPECIAL REQUIREMENTS:

Bachelor of Science degree in public health, health care administration, nursing, emergency management, public administration, health care planning or other appropriate field with at least 2 years of experience and/or training in emergency/disaster planning is required. Computer, radio, telephone, and other general technical skills are preferred. Strong interpersonal, public relations and project management skills are preferred. Genuine passion for and commitment to the CVHC mission, vision, values, goals and objectives.

Knowledge of the National response and recovery framework. Possess ICS 100, 200, 700, 800. The ideal candidate will also have ICS 300 and ICS 400.

Candidate must have a valid Virginia or other valid driver's license from the United States. Candidate must also have a dependable means of transportation in order to carry out the duties and responsibilities of the RHCC Manager's job.

Must reside within a reasonable commuting radius of the healthcare coalition's region, such that the individual can be present to work on-site with healthcare coalition and its members on a daily basis.

As a member supporting emergency response and activation, this position requires incumbent to be available 24 hours a day, seven days a week and share on-call RHCC staffing and logistical response duties on a rotating basis.

Must be able to pass a criminal background check if needed.

At the discretion of the CVHC Program Manager, a combination of training, education, and experience may be substituted in lieu of the degree requirement.

DUTIES AND RESPONSIBILITIES:

- Regional Healthcare Coordinating Center
 - Integrate the aforementioned groups into a comprehensive Regional Healthcare Coordination Center concept that unifies all facets of healthcare to enhance information sharing, coordinated regional response to disasters, and a sustainable and collaborative approach to regional health and medical capabilities improvement
 - Manage and support a 24/7/365 day a year RHCC capability, being available to react and respond to emergency and non-emergency activations, RHCC Hotline calls, including on call responsibilities and managing RHCC staffing duties and responsibilities.
 - Support activation of the RHCC during actual emergency events per regional plan and assume duties as assigned within the Multi-Agency Coordination Center structure via virtual or physical presence in the primary/secondary/mobile RHCC
 - Enhance the information sharing processes and systems via a unified Regional Healthcare Coordination Center
 - Produce, publish, and archive records for regional communications drills, monthly compliance dashboards, vendor capabilities and contacts, regional plans (including the CVHC all-hazards plan, Regional HVA), and perform site visits in accordance with VHHA/VDH/CVHC priorities and requirements
 - Conduct site visits at member organizations to verify and document MOU compliance
 - Recruit, train, schedule, and provide general supervision of on-call Duty Officers, inventory specialists, and other RHCC staff including the maintenance of a comprehensive contact database
 - Assist with the creation, management and maintenance of the annual CVHC budget and work plan.
- Technology Support
 - Develop operational familiarity and provide support for the region's communications, public relations, and internal operating systems to include, but not limited to: VHASS (membership management, clinical, diversion and emergency operations boards, text alerting and event activation/notifications/event logs), WebEOC, the CVHC website, Monday.com software, Operative IQ software, ESRI Arc GIS platform, the CVHC CRISiS Communications System, AVTEC Communications Consoles, RIOS, satellite internet systems/telephones, VOIP telephony software, portable radio programming systems, WebEx, wireless teleconference system, digital video recording, video production/editing software/systems, etc.
- PR/Communications
 - Provide support for development and presentation of various educational programs

- Develop, coordinate, and publish the CVHC weekly activity reports, attend and participate in healthcare coalition member and partner meetings and other meetings as requested.
- Develop promotional/educational material in various formats (print, website, video, social media, etc.)
- Develop (for approval) press releases that highlight organizational work
- Logistical Support
 - Ability to pass a physical requirement necessary to conduct emergency preparedness and response tasks of moving and lifting equipment and supplies in the event of a response.
 - Ability to lift a single 50-pound object and move it 50 feet.
 - Ability to climb a standard step ladder to between 6 and 8 feet in height.
 - Ability to squat, kneel, lay down, sit up and push up from a horizontal position.
- Other duties as assigned

CLASSIFICATION:

This position is an at-will, FLSA exempt position and is not subject to overtime compensation.

COMPENSATION:

This position has a minimum annual salary of \$85,000, plus benefits.