

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

**TITLE:           PREPAREDNESS, EXERCISE AND TRAINING COORDINATOR**

### **SUMMARY DESCRIPTION:**

The Central Virginia Healthcare Coalition (CVHC) Preparedness, Exercise and Training Coordinator is responsible for coalition preparedness, coordinating preparedness initiatives, exercises and training opportunities for the central region coalition members and partners. In collaboration with the CVHC Program Director, CVHC RHCC On Call Duty Officers, CVHC Logistics Team Members, other CVHC staff and stakeholders from jurisdictional Offices of Emergency Management, EMS, Fire, Hospitals, Healthcare Entities, and other services and systems as identified, the Preparedness, Exercise and Training Coordinator will implement and manage various projects designed to prepare, exercise and train an integrated healthcare system to be prepared and respond to natural and man-made disasters.

The Preparedness, Exercise and Training Coordinator 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 23-county/5-city CVHC region, and travel outside the region is required. Overnight travel may be required.

The Preparedness, Exercise and Training Coordinator is a contracted employee of the Old Dominion EMS Alliance, the fiscal agent for CVHC. The Preparedness, Exercise and Training Coordinator is supervised by and 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.

### **KEY REQUIREMENTS:**

- Detail-oriented, self-starter and comfortable working in a fast-paced environment.
- Demonstrated the ability to manage multiple projects, timelines, and deliver results within expected deadlines and within budgets.
- Demonstrated ability to listen, communicate, and work well with people of diverse backgrounds, including effective problem-solving and conflict management abilities.
- Strong information technology proficiency in applications such as Microsoft Office, WordPress, Google Suites and WebEx.
- Demonstrated ability to analyze complex problems and implement effective solutions with the input and buy-in of stakeholders.
- Experience in healthcare administration, healthcare emergency management, or jurisdictional emergency management is preferred.

### **EDUCATION REQUIREMENTS/QUALIFICATIONS:**

Bachelor's degree in public health, health care administration, nursing, emergency management, public administration, health care planning, education 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.

The ideal candidate shall be able to demonstrate knowledge and proficiency in the National Incident Management System (NIMS), Incident Command System (ICS), and the Homeland Security Exercise & Evaluation Program (HSEEP). Candidates for this position shall possess an ICS 100, 200, 700, 800 certifications.

Candidate must have a valid Virginia or other valid driver's license from a 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.

At the discretion of the CVHC Program Director, a combination of training, education, and experience may be substituted for the required degree.

### **ESSENTIAL FUNCTIONS:**

- Assist the Regional Healthcare Coalition Program Director in performing updates to CVHC's Preparedness Plan, Response Plans, Regional Healthcare Emergency Operations Plan, and Business Continuity Plan.
- Coordinate the development and updating of annual regional Multi-Year Training & Exercise Plan for CVHC.
- Coordinate the planning, marketing, and delivery of regional training & education opportunities based on risks identified in the regional Hazard Vulnerability Analysis, regional after-action reports, and the needs of CVHC stakeholders.
- Develop and implement disaster response guidance for healthcare stakeholders in the region, including "just-in-time" job aids and training materials.
- Coordinate the development and execution of regional exercises, including the HPP-required Coalition Surge Test (CST).
- Assist the Regional Healthcare Program Director in ensuring the integration and compatibility of healthcare organization plans with coalition and jurisdictional emergency response plans.
- Develop understanding and expertise on regulatory and accreditation requirements for CVHC stakeholders.
- Support a 24/7/365 day per year coalition capability being available to respond to emergency events according to regional plans when required, including sharing on-call responsibilities and supporting physical staffing of the Regional Healthcare Coordination Center (RHCC).

### **OTHER POTENTIAL DUTIES:**

- 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 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), 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
  - This position shall on occasion, 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.
- 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, resource management tool), WebEOC, the CVHC website, CRISiS Communications System, 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 Situational Brief
    - Develop promotional/educational material in various formats (print, website, video, social media, etc.)
    - Develop (for approval) press releases that highlight organizational work
  - Other duties as assigned

**CLASSIFICATION:**

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

All applicants shall submit a letter of application and a resume that must be received by Wednesday, January 25, 2023 at 5:00 p.m. (EST) Eastern Standard Time.

Please submit your letter of application and resume to [Michael Butts@bshsi.org](mailto:Michael.Butts@bshsi.org) and [Steve.Parrott@central-region.org](mailto:Steve.Parrott@central-region.org) no later than Wednesday, January 25, 2023 at 5:00 p.m. (EST) Eastern Standard Time.