



Eastern Washington Healthcare Training and Exercise Specialist HPS 2 (Project)

1101 West College Avenue • Spokane, WA 99201-2095 (phone) 509.324.1506 • (fax) 509.324.3604 • (TTY) 509.324.1464

*Spokane Regional Health District is a "Tobacco Free" Workplace

An Equal Opportunity, ADA Compliant Employer
Veterans and persons of disability encouraged to apply

EMPLOYMENT BULLETIN: JOB #17-31

OPENS: May 12, 2017

DIVISION: Disease Prevention and Response

SCHEDULE: Full-time (40 hr./wk.)

This registry may also be used for any additional HPS2 positions with similar qualifications which may occur in the next 6 months.

This project position is part of a multi-year initiative that is currently funded through June 30, 2018.

SALARY RANGE: \$3965.20 - \$5060.74 per month. This is the full salary range for the position (not including longevity pay). Starting salary will normally be \$3965.20/mo. Position includes a generous benefits package.

REQUIRED APPLICATION DOCUMENTS (incomplete applications or those missing required documents may not be considered):

- Fully Completed SRHD Application
- Background check form
- Cover Letter
- Resume

POSITION DESCRIPTION:

- This position will provide training and exercise assistance to the Healthcare Coalitions (HCC's) of eastern Washington (east of Cascades to the Idaho border). Primary partners will include HCC regional lead staff, public health, emergency management, emergency medical services and healthcare partners. This position will be coordinating training and exercise to support regional initiatives, helping to meet the grant requirements and performance measures for each region. The goal is to train and exercise response staff on the plans and procedures needed for an effective healthcare system response to any incident or event impacting the region.

MINIMUM QUALIFICATIONS:

Required Education:
<ul style="list-style-type: none"> • Bachelor's degree in emergency management, community/public health, or other healthcare related degree • 3 years of related experience. Experience in training and exercise responsibilities include: conducting needs assessments, competency based training design and facilitation, identifying gaps and writing action plans
Preferred Experience:
<ul style="list-style-type: none"> • Education on effective training/exercise design and conduct preferred • Incident Command System(ICS) and Homeland Security Exercise and Evaluation Program(HSEEP) training preferred • Experience coordinating various partner activities and working in the healthcare or emergency management field is preferred.
Required Licenses
<ul style="list-style-type: none"> • Valid motor vehicle license and current auto insurance or access to transportation on a daily basis.
Knowledge Skills and Abilities
<ul style="list-style-type: none"> • Ability to develop and maintain strong working relationships with participating healthcare organizations and partners including public health, emergency management, and emergency medical services • Exception customer service skills to be able to identify and meet the needs of HCC partners • Ability to work independently with minimal supervision and self-motivated to meet program goals • Project management skills, ability to manage multiple projects and shifting priorities and prioritize effectively to meet project timelines • Excellent communication skills, to speak clearly and effectively • Collaborative skills to bring stakeholders together to accomplish common goals and manage multiple viewpoints • Skills in training, exercise or event planning • Ability to travel throughout eastern Washington • Ability to handle stressful response situations, maintaining composure to be able to meet the needs of partners.

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For a detailed position description and application form, visit us at www.srhd.org or contact the office of Human Resource Services by mail or phone. Please see reverse side for additional application information.

This position is represented by Professional and Technical Employees union.

MAJOR RESPONSIBILITIES:

Training:

- With the input from regional HCC leads, develop methods to conduct assessments to identify training needs of HCC partners. Identify other training needs based on lessons learned from exercises or response, grant requirements, accreditation requirements, and other needs identified.
- Provide aggregate reports and develop an eastern Washington region HCC training plan based on the 2017-2022 HealthCare Preparedness and Response Capabilities.
- Serve as lead coordinator for regional training activities including; vendor or subject matter expert identification and coordination, registration process, development of training materials and marketing, site selection and reservations, and other logistical support for training activities.
- Explore various modalities (online, in-person, video training, etc.) to meet the needs of partners and staff. Identify and distribute training opportunities and serve as resources support to regional HCC partners.
- Work in conjunction with other training personnel and training groups to improve the capability of healthcare workers and facilities to respond to any type of emergency or disaster event affecting the regions.
- Provide resource and technical assistance to HCC regions as able.

Exercise:

- Working with HCC leads and partners, assist in coordination of exercise planning and conduct for jurisdiction.
- Create exercise playbook to be used in each HCC region based on healthcare capabilities, exercise and grant requirements (specifically ASPR Coalition Surge Test, An Exercise for Assessing and Improving Healthcare Coalition Readiness) and performance measures identified by Assistant Secretary for Preparedness and Response and Department of Health grant documents.
- Exercise activities will be coordinated with local county entities such as emergency management, healthcare facilities, public health and emergency medical services.
- Participate in exercise activities including planning exercise objectives, identifying participating partners, identifying venue and modality, providing logistics and documentation to support exercise conduct, marketing of exercise opportunities, facilitating exercise play, conducting after action review, creation of report and improvement plan, and follow up on improvement plan items. Participate in exercise planning groups and exercises with local, regional and state partners.

Multi-region coordination:

- Enhance coordination of regional HCCs and partners in eastern Washington by participating in meetings, conference calls, trainings, exercises, and discussions to further strengthen HCC system response throughout the region and the state.
- Communicate and share exercise activities and opportunities for partners to participate.
- Work collaboratively with partners to plan for, respond to, and recover from incidents affecting the delivery of healthcare services in the jurisdiction.
- Work with key stakeholders in coordinating and standardizing where applicable, plans, trainings and exercises to provide more efficiency in enhancing the capabilities to respond.
- Collaborate on local, regional and state level coalitions, and with other training and exercise specialists as needed to support regional work.

Response:

- Work with regional HCC partners to support and coordinate response to any incident affecting the delivery of healthcare services in the eastern Multi-Regional.
- Duties may include supporting HCC's in identifying the healthcare associated needs of those affected by the incident and assisting in information collection and distribution to create a common operating picture for all response agencies involved. Participate in partner exercises through planning, evaluation, control or observation roles.
- Program strategic planning, evaluation and quality improvement activities.

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ENVIRONMENTAL FACTORS:

- Indoors, sedentary with up to 6-8 hours/day sitting or standing
- Up to 6-8 hours/day keyboarding or typing at a computer terminal
- Communication skills to interact effectively with people
- Comprehend and process verbal communication
- Visual acuity to read small print
- Ability to bend, twist, stoop on an occasional basis
- Ability to lift or carry up to 25 pounds on an occasional basis
- Ability to type, file and complete forms with or without accommodation
- Ability to operate a vehicle or otherwise access multiple sites in a timely manner

The work environment characteristics described above are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

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