



Eastern WA Healthcare Response Planning Coordinator - 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

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Veterans and persons of disability encouraged to apply

EMPLOYMENT BULLETIN: JOB #17-33
OPENS: May 12, 2017
DIVISION: Disease Prevention and Response

STATUS: Project
CLOSES: Open until Friday June 2, 2017
PROGRAM: Public Health Emergency Preparedness 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
- Cover Letter
- Background check form
- Resume

POSITION DESCRIPTION:

- This position will coordinate healthcare coalition response planning in eastern Washington (east of Cascades to Idaho state line). Position will develop a process to assess existing response plans and capability in various regions and be responsible for developing, drafting and implementing coordinated and consistent plans across regions to provide an effective health care response. The position will also allocate a portion of focus to the Region 9 (ten counties and three tribes) Healthcare Coalition and development of regional response and communication plans. Partners will include Healthcare Coalition (HCC) leads, Region 9 Healthcare Coalition members, public health, hospitals and healthcare entities, emergency management, Department of Health and emergency medical services.

MINIMUM QUALIFICATIONS:

Required Education:
<ul style="list-style-type: none"> • Bachelor's degree in related field such as emergency management, community/public health, or other healthcare related degree
Required Experience:
<ul style="list-style-type: none"> • 3 years of related experience. Experience in planning, public health or healthcare related field or experience in emergency management.
Preferred Experience
<ul style="list-style-type: none"> • Experience writing plans and protocols preferred • Experience coordinating various partner activities 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 health care organizations and partners including public health, emergency management, and emergency medical services • Exceptional 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 and write clearly and effectively • Collaborative skills to bring stakeholders together to accomplish common goals and manage multiple viewpoints • Ability to develop and train to groups of people and diverse audiences and skills in training on systems and processes • Ability to travel throughout eastern Washington • Ability to handle stressful response situations maintaining composure to be able to meet the needs of partners knowledge of health program organization policies and procedures preferred

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This position is represented by Professional and Technical Employees union.

MAJOR RESPONSIBILITIES:

Eastern region planning:

- Improve healthcare response to disasters and emergencies in eastern Washington by working with healthcare partners, coalition leads, emergency managers, public health leads and emergency medical services to coordinate roles and responsibilities during an incident.
- Facilitate coordination between regional plans to provide for an effective response amongst various healthcare systems with a goal of creating a coordinated and consistent process.

Patient Movement Coordination:

- Work with regional healthcare coalition and healthcare partners to enhance patient movement planning and response across multiple jurisdictions.
- This includes working with the Disaster Medical Coordination Center (DMCC) hospitals, dispatch centers and stakeholders to plan consistent implementation of DMCC at a regional, eastern region and statewide level.
- Plans should be written and developed to support Mass Casualty Incidents and evacuation response and exercise efforts.

Region 9 Health Care Coalition Response Plan:

- Designed to integrate with county ESF 8 structures, develop and test a collective response plan that is informed by its members' individual EOP to enhance effective healthcare response in accordance with the wide array of existing federal, state, and municipal legal authorities in which HCC members operate (i.e. EMTALA, HIPAA, DMCC, EEI, Crisis Standards of Care).
- Planning should describe HCC operations that support strategic planning, information sharing, exercise, resource management and other core coalition capabilities and services.
- Plan will outline roles and responsibilities at an agency and HCC staff level to support both strategic and tactical support of healthcare partners.

Exercise and Response:

- Work with eastern Washington training and exercise staff to test response plans.
- Work with regional partners to identify and track resolution of any improvement items identified.
- Participate in partner exercises to help identify any planning or coordination gaps
- Assist in real world response as needed and able.
- Program strategic planning evaluation and quality improvement activities
- Other duties as assigned by program manager or identified through work with regional HCC leads and partners.

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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