

POSITION DESCRIPTION/TITLE:

Northwest Region Healthcare Coalition (NWRHCC) Coordinator

**Job description may be revised in writing to add or delete duties at any time at the discretion of the NWRHCC.*

POSITION PURPOSE:

To support the functions of the NWRHCC and assists in all activities associated with the Coalition. This individual reports to the coalition chairperson and provides administrative support to the Coalition and the Coalition Work Groups to include but not limited to: meeting scheduling and support, event planning, coalition program support and other duties as assigned.

Essential Job Responsibilities

1. Support for Coalition, Steering Committee and Work Group Meetings

- a. Schedule rooms or arrange for outside venue
- b. Make contact with host site to confirm room, AV needs, chair setup and other specific details for meeting, if applicable
- c. Arrange for refreshments for meetings, if applicable
- d. Attend all meetings to take minutes and transcribe them in timely manner for Steering Committee review prior to distribution to general membership
- e. Send email and/or phone call reminders to all member's a week prior to meetings
- f. Compile/prepare meeting agendas for Chair's review prior to emailing
- g. Prepare handouts for distribution at meetings

2. Event Planning (when applicable)

- a. Find location for conference or event
- b. Advertise the event
- c. Accept registration forms
- d. Send out mailing to all registrants of the conference/event notifying them of directions, parking, etc.
- e. Create excel file with names of all attendees, addresses, titles, organizations in order to prepare labels, letters and nametags and to create a list serve for future conferences/events
- f. Help design and arrange for printing of conference materials (brochure, forms, signs, name tags, handouts, compendium of resources/educational materials and syllabus
- g. Prepare packets needed for conference
- h. Contact vendors to place orders for program materials and conference incentive items
- i. Prepare signs to assist with registration at conference
- j. Confirm menu selection with catering department at event site
- k. Confirm meeting room selections with representative at event site
- l. Site visit to confirm all arrangements are in place prior to conference date
- m. Remain on-site during event to oversee details

3. Coalition Project or Program Support

- a. Assists the NWRHCC in completing deliverables as outlined in the Colorado Department of Public Health and Environment Statement of Work (SOW)
 1. See attached SOW
- b. Ensures goals and sustainability plan efforts are aligned with statewide efforts
- c. Engages stakeholders, keeps them informed
- d. Identifies ways to reduce duplication in communications and enhance coalition information and resource sharing
- e. Participation on statewide council as needed
- f. Creates Homeland Security Exercise and Evaluation Program (HSEEP) compliant After Action Reports/Improvement Plans
- g. Document findings and progress of programs and activities in written quarterly reports to NWCCOG and NWRHCC, post NWRHCC progress on CO-SHARE as required
- h. Create newsletters reminding members of submission dates, meeting reminders, etc.
- i. Assist with formatting and delivery of surveys and questionnaires
- j. Reports on expenditures of coalition budget/or contract to NWRHCC
- k. Oversees the Coalition's expenses to stay within the budgetary constraints of the Hospital Preparedness Program grant
- l. Follows Financial Policies to ensure purchases, requisitions, and revenue are processed appropriately
- m. Supervises and controls work volume in a cost-effective manner to stay within or below budget
- n. Seeks and writes grant proposals to obtain additional funding
- o. Stays current with state offered trainings related to the role
- p. Performs audits

Core Competencies:

1. Demonstrates ethical behavior, treating members and partners with dignity and respect
2. Professionally communicates with members and partners, providing excellent customer service
3. Works well under pressure and demonstrates sound judgment
4. Ability to organize, prioritize and meet deadlines
5. Ability to be flexible and adapt easily to changing demands and priorities.
6. Highly proficient with Microsoft Office (Word, PowerPoint, Excel, Access, Publisher, Outlook), and general computer skills
7. Ability to plan, guide and manage the Healthcare Coalitions deliverables to ensure that the group's objectives are met effectively, with clear thinking, good participation and buy-in from the participants
8. Demonstrates problem solving and critical thinking skills; formulates and recommends solutions
9. Consults with members and partners, as appropriate, to collaborate in the Coalition's activities
10. Consistently demonstrates a professional, self-directed, mature, disciplined and tactful approach to the position's responsibilities

Working Relationships:

Interpersonal Relationships: The incumbent must have strong communication skills to develop and maintain positive working relationships with Coalition members and affiliates.

Degree of Supervision Provided: The Coalition's chairperson provides guidance routinely, however; the incumbent must be self-directed, able to work independently and coordinate work load with other members of the Coalition.

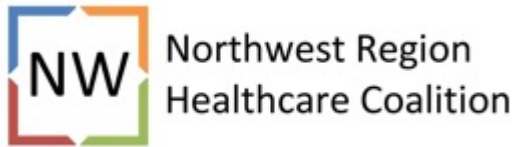
Coordination with Fiscal Agent: The incumbent works closely and coordinates with NWCCOG through submittal of invoices, record keeping and grant management activities, and acts as a resource and liaison between NWCCOG, NWRHCC and the Colorado Department of Public Health and Environment Office of Emergency Preparedness and Response.

Education Requirements/Work Experience/Skills/Knowledge:

1. Bachelor's Degree from an accredited college or university with major coursework in emergency management, healthcare, public health, communications, education, or a related field. An equivalent combination of training and experience may be substituted for formal education.
2. A minimum of 3 years relevant work experience in an emergency management related field.
3. Excellent interpersonal and communication skills are required.
4. Strong written and oral communication skills are required.
5. Grant writing skills preferred.
6. National Incident Management System training to include, minimally, ICS 100, 200, & 700. May obtain after employment within 3 months of contract effective date.
7. Master Exercise Practitioner or Homeland Security Exercise Evaluation Program certification preferred.
8. General knowledge of Healthcare Coalitions.
9. Familiarity with the Northwest Region preferred.

Working Conditions and Physical Requirements:

1. Must be in good physical and emotional health.
2. Work is primarily conducted indoors and traveling via automobile with occasional time spent in an outside environment.
3. Routine exposures and hazards include those of a typical home/office environment as well as risks involved during transit.
4. Occasionally required to work after normal work hours to attend events or meet deadlines.
5. Requires sufficient hearing and speech ability to communicate verbally in response to inquiries, project requests, and to speak to large groups of people during informational or educational presentations.
6. Requires visual and physical capabilities to work on computers and associated equipment for prolonged periods of time.



7. Requires the ability to lift and carry objects occasionally up to 25 pounds.
8. Requires the ability to sit and perform administrative and computer work for significant periods of time and to perform detailed work preparing and analyzing data, plans and reports.
9. Requires the ability to read, comprehend and speak English.

Independent Contractor:

The incumbent is an independent contractor and will be accountable to and for the stipulations outlined in the contract. See attached contract.

Questions:

Additional questions may be directed to:

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