



Title: Preparedness & Training Coordinator

Position status: Full Time

Summary: The Central Virginia Healthcare Coalition (CVHC) is recruiting for a Preparedness & Training Coordinator. This position is supervised by the CVHC Regional Healthcare Coordinator and is responsible for coordinating preparedness and educational opportunities for the coalition's diverse group of healthcare stakeholders. This position is funded through the federal Hospital Preparedness Program grant and administered through an annual contract with the Virginia Hospital & Healthcare Association (VHHA). This position requires in-town travel, occasional out-of-town travel, residence in a 40 mile radius of Richmond, Virginia, and on-call availability for emergencies.

Essential Functions:

- Assist in performing annual updates to CVHC's Preparedness Plan, Response Plan, Regional Healthcare Emergency Operations Plan, and Business Continuity Plan.
- Coordinate the development of a regional Multi-Year Training & Exercise Plan for CVHC, and update the plan on an annual basis.
- 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, the regional Multi-Year Training and Exercise Plan, and the needs of CVHC stakeholders.
- Assist in developing and implementing 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. Develop after-action reports to exercises and track completion of regional corrective action.
- Assist in ensuring the integration and compatibility of healthcare organization plans with coalition and jurisdictional emergency response plans.
- Ensure materials developed adhere to regulatory and accreditation standards required by stakeholders' licensing entities.
- Support a 24/7 coalition response capability, being available to respond to emergency events according to regional plans as required, including sharing on-call responsibilities with the CVHC team and supporting physical staffing of the Regional Healthcare Coordination Center (RHCC) when activated.

Key Requirements:

- Detail-oriented, self-starter and comfortable working in a fast-paced environment.
- Demonstrated ability to manage multiple complex projects, timelines, and deliver results within expected deadlines.
- 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 Suite, 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, Training, and Experience:

The ideal candidate will have a bachelor's degree in a healthcare discipline, emergency management, business administration, or a related field. A master's degree is preferred, but experience in healthcare administration, healthcare emergency management, or jurisdictional emergency management may be substituted in lieu of a master's degree. The ideal candidate will also demonstrate knowledge and proficiency in the National Incident Management System (NIMS), Incident Command System (ICS), and the Homeland Security Exercise & Evaluation Program (HSEEP). Instructional experience in emergency preparedness is preferred.

About the Coalition: The Central Virginia Healthcare Coalition (CVHC) is an emergency management alliance of healthcare organizations and response partners committed to building a disaster resilient community. CVHC exists to organize a regional healthcare preparedness program that enables healthcare organizations in Central Virginia to collectively respond to and recover from major emergencies.

How to Apply: Interested candidates should send a resume and cover letter to jobs@central-region.org by July 9th, 2018.