

Readiness and Response Coordinator

TITLE: Readiness and Response Coordinator

FLSA Status: Exempt

TRAVEL: Occasional

HEALTH BENEFITS: Available, as appropriate to applicant.

SUMMARY OF POSITION:

Coordinates, facilitates, and implements the operations of the Healthcare Coalition (HCC) assigned to the designated region. Duties include facilitating meetings, trainings, and exercises while also organizing resources and providing technical assistance amongst regional stakeholders concerning emergency plans, mutual-aid agreements, regional resources, and other emergency preparedness needs. Keeps accurate meeting minutes and attendance records for the continued development of membership in the coalition.

Interfaces with local, state, and federal partners to improve preparedness and response for the assigned region. Conducts assessments and performs complex planning, training, and exercising. Maintains overall working knowledge of the healthcare coalition, including the Capital Area of Texas Regional Advisory Council (CATRAC) programs and initiatives. Assist coalition members (e.g. hospital and healthcare systems, EMS providers, emergency management, public health) and other regional stakeholders with emergency healthcare planning, response, recovery initiatives. Responds to disasters and planned events as necessary.

Maintains knowledge base of the regional Emergency Medical Task Force Region 7 (EMTF-7) planning and response to maintain the region's ability to respond appropriately to disasters and planned events.

ORGANIZATIONAL RELATIONSHIPS

Reports to: Director of Preparedness

Directs: Not applicable. This is a non-supervisory position.

PRINCIPAL DUTIES AND RESPONSIBILITIES:

- Maintains a professional appearance and demeanor appropriate to the CATRAC mission.
- Provides technical assistance in development of documentation to support emergency response and recovery plans and grant guidance.
- Assists healthcare entities in developing and/or updating emergency response plans,

including but not limited to decontamination plans, mass fatality management, evacuation/shelter in place plans, and surge capacity plans.

- Coordinates activities and response plans with regional stakeholders, specifically hospitals and healthcare systems, EMS, emergency management, and public health as well as Councils of Governments, Regional Advisory Councils, first responder organizations, and other response partners.
- Prepares, conducts, and facilitates the emergency preparedness initiatives and meetings of the Healthcare Coalition (HCC).
- Actively promotes healthcare coalition participation to stakeholders (e.g. blood banks, dialysis, long term acute care facilities, nursing homes, EMS, hospitals, public health, emergency management)
- Supports and assists healthcare coalition members and responses entities with local, state, and federal exercises and drills and After Action Reviews (AARs), as needed.
- Ensures coalition members follow proper grant guidelines and coalition initiatives (e.g. inventory measures, asset tracking).
- Provides or facilitates training (e.g. decontamination, personal protective equipment (PPE) training, web-based technology systems).
- Assist in other regions within EMTF-7 as needed.
- Performs other related duties, as assigned.

REQUIRED KNOWLEDGE/SKILLS/ABILITIES:

- Experience working with healthcare, public health, emergency management or first responder preparedness.
- Understand of healthcare disaster management planning response and recovery.
- Ability to establish and maintain effective working relationships with local, state, and federal agencies, health care officials, policy and advisory committees of the regional council and the general public.
- Ability to interpret and communicate to others relevant state and federal rules, regulations, and guidelines.
- Must demonstrate proficiency in both oral and written communication.
- Experience with Microsoft Word, PowerPoint, Excel or similar products technologies.
- National Incident Management System (NIMS) ICS 100 and 200 and IS 700 and 800.
- Completion of ICS 300 and 400 within one (1) year of employment.
- Understanding of the Texas Disaster Medical System preferred.
- Field deployment event related experience preferred.
- Experience with contracts and grants management preferred.
- Knowledge of the Texas Regional Advisory Councils preferred.
- Associates degree. Bachelor's degree preferred. Education in healthcare, public health, emergency management, public administration, emergency medical services or a related field may be considered in lieu of a degree.
- Extensive related work experience in the HPP program may be substituted for the education requirement or any equivalent combination of experience and training which provides the required knowledge, skills, and abilities of position.

TYPICAL PHYSICAL DEMANDS:

Works in multiple environments of high stress and multi-tasking capacity with the ability to serve extended periods during incidents and exercises. Must possess physical health including the ability to lift and move heavy and bulky items. Must be able to travel and participate in various conferences, regional exercises and real events, staff designated positions in the Emergency Operations Center/Medical Operations Center as needed during events and exercises, and appropriate meetings related to state and regional emergency management activities. Ability to react calmly and promptly during an emergency or disaster situation. Potential of working outside normal business hours, which includes overnight and on weekends during planned events/exercises and emergencies.

CERTIFICATES AND LICENSES REQUIRED:

Must possess a valid Texas driver's license.