

# JOB ANNOUNCEMENT

The Northwest Region Healthcare Coalition seeks a qualified individual to assist the Northwest Regional Healthcare Coalition (NWRHC) and the Virginia Hospital & Healthcare Association with efforts to improve the regional and statewide healthcare emergency response systems.

Qualified individuals interested in applying for the following position should submit a resume and salary requirements to:

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Northwest Region Healthcare Coalition  
8767 Seminole Trail  
Suite 203  
Ruckersville, VA 22968  
434-990-9475 (Office)  
434-322-4437 (Fax)  
[regionalcoordinator@nrhcc.org](mailto:regionalcoordinator@nrhcc.org)

Title: Regional Healthcare Coordination Center (RHCC) Manager

## Summary

This position will augment the Virginia Hospital and Healthcare Association's (VHHA) capacity to provide healthcare preparedness and emergency response for the Commonwealth's hospitals and other healthcare facilities through collaborative efforts with the Virginia Department of Health (VDH), an agency of the Commonwealth of Virginia. This position is contingent upon VDH receiving federal funding and their renewing of a contract with VHHA to provide support for this activity, pursuant to the Hospital Preparedness Program specified in the corporate agreement between the Assistant Secretary for Preparedness and Response (ASPR), U.S. Department of Health and Human Services, and VDH. This position will provide services to assist the Northwest Regional Healthcare Coalition, VHHA, and VDH with efforts to improve the regional and statewide healthcare emergency response systems. This position requires a contract be agreed upon between the Virginia Hospital & Healthcare Association and the employee hired by the contract company. This may be a sole proprietor or a company with a single employee established as a Limited Liability Company (LLC).

## Essential Functions

1. Assist the Regional Healthcare Coordinator in the development and maintenance of a plan for sustainable operation of the RHCC, subject to approval by VHHA and VDH. This includes the communications systems located within the RHCC or communicate with the staff at the RHCC.
2. On behalf of the Regional Healthcare Coalition, coordinate and carry out the tasks identified in the Memorandum of Understanding (MOU) and emergency operations plan developed and maintained by the Regional Healthcare Coalition. Such duties include, but are not limited to:
  - a. Maintain, test, and provide training for the Region's communications systems.
  - b. Primary role to plan, conduct, and participate in communication drills.
  - c. Primary role to plan, conduct, and participate in regional exercises.
3. Assist with the development and maintenance of a Regional Healthcare Emergency Operations Plan to include at least the following elements:
  - a. This plan will include methods of identifying inventory of available regional and hospital/healthcare equipment and supplies purchased with ASPR funds.
  - b. The identity, function, and operational guidance of the RHCC and an alternate RHCC will be stated in the plan and will comply with the guidelines included in the Statewide Hospital Emergency Operations Guide. The operational guidance will include the plan for staffing the RHCC for an

extended period. It will also include the plan for ensuring redundant communications with all regional healthcare facilities. The RHCCs will coordinate the sharing of healthcare resources within the Region and among other healthcare preparedness regions as outlined in the Statewide Hospital Emergency Operations Guide or other pertinent documents.

4. Support activation of RHCC during actual emergency events per regional plan and assume duties as assigned within the Incident Command Structure.
5. Post and update information on the VHASS as assigned or as necessary.
6. Participate in statewide meetings or conference calls with VHHA, VDH or local partners.
7. From time to time the RHCC Manager may be requested to provide mutual aid to assist other regional RHCCs when those RHCCs may not possess sufficient staffing to support on-going operations. Upon approval of the affected Regional Healthcare Coordinators, the RHCC Manager may provide the requested assistance. In such cases: the RHCC Manager will be under the operational control of the requesting RHCC.
8. This job requires occasional overnight travel and 25% travel.
9. Other duties as assigned by the Regional Healthcare Coalition Coordinator.

#### Direct Supervision

Regional Healthcare Coalition Coordinator

#### Qualifications

1. Demonstrated the ability to work well with persons of diverse backgrounds.
2. Be effective in problem solving and conflict management.
3. Demonstrated the ability to speak, write, and communicate effectively.
4. Demonstrated knowledge of existing disaster related resources and will be familiar with state and regional planning activities.
5. Demonstrated experience working with the medical community.
6. Demonstrated ability to manage complex projects and programs.
7. Demonstrated knowledge and effective use of Microsoft Office products.

#### Education, Training and Experience

The ideal candidate will have a bachelor's degree in a healthcare field or business management and preferably a master's degree. A bachelor's degree and five (5) years of experience in hospital emergency management may be substituted. Knowledge of the National Incident Management System (NIMS) and the required courses under the Incident Command System (ICS) either having or will have within 6 months IS 100, IS 200, IS 700, and IS 800. Additionally, the candidate will either have or will have at the earliest opportunity possible, ICS 300 and ICS 400. The candidate must have a working knowledge of the Homeland Security Exercise and Evaluation Program (HSEEP).

#### Salary

Range \$65,000 - \$75,000

#### Benefits

None offered.

#### Movement Expenses

None offered.

#### Classification

This position is a full-time position with 2,000 hours per funding year. This position is an exempt position and is not subject to overtime compensation.