



WE ARE HIRING

Regional Healthcare Coordinator

Southwest Virginia Healthcare Coalition (SVHC) is one of four Coalitions in the Virginia that supports the healthcare infrastructure with disaster preparedness, response, recovery, and mitigation. The Regional Healthcare Coordinator serves as the Director of the program with a staff of six full-time positions with additional support from part-time staff.

The service area is from Lynchburg to Bristol covering 39 jurisdictions. There are two offices that SVHC operates out of (Abingdon & Roanoke), however the main office for the Regional Healthcare Coordinator is the Roanoke office. This position works closely with the Virginia Hospital & Healthcare Association (VHHA) which administers the grant funds for this program.

SVHC is a program of Western Virginia Emergency Medical Services (WVEMS Council) and this position is an employee of WVEMS Council. Salary is commensurate with experience in a pay range of \$79,567.00 – 100,499.00. A complete benefit package is provided. The position will remain open until filled. See attached Job Description for additional information.

Submit interest letter, resume and any supporting documentation to:

Stephen Simon, Executive Director at ssimon@vaems.org

Or mail to:

**Stephen Simon
WVEMS Council
1944 Peters Creek Rd NW
Roanoke, VA 24017**

Regional Healthcare Coordinator Southwest Virginia Healthcare Coalition Western Virginia EMS Council

JOB TITLE: Regional Healthcare Coordinator
DEPARTMENT: Southwest Virginia Healthcare Coalition Staff
SUPERVISOR: WVEMS Executive Director

Western Virginia EMS Council is one of 11 designated EMS Councils in the Commonwealth of Virginia. The mission of the Western Virginia EMS Council is to facilitate regional cooperation, planning and implementation of an integrated emergency medical services delivery system.

WVEMS Council contracts with Virginia Hospital and Healthcare Association to provide the services of Southwest Virginia Healthcare Coalition. The position is contracted annually by a federal grant program on an annual basis. Renewals for additional one-year periods are offered based on availability of grant funds.

A comprehensive benefit program is provided.

GENERAL JOB DESCRIPTION

The Regional Healthcare Coordinator leads the Southwest Virginia Healthcare Coalition (SVHC, the organization) to improve the regional and statewide healthcare emergency preparedness and response systems.

SVHC's mission is to support the healthcare infrastructure of Southwestern Virginia with disaster preparedness, response, recovery, and mitigation resources by:

- Providing comprehensive disaster resource management.
- Delivering nationally acclaimed training, education, and exercises.
- Supporting response through incident coordination.
- Improving healthcare intelligence with real-time situational awareness before, during and after disaster.

MAJOR DUTIES AND RESPONSIBILITIES

The Regional Healthcare Coordinator leads the Southwest Virginia Healthcare Coalition (SVHC, the organization) in collaboration with the Virginia Hospital and Healthcare Association (VHHA), and the Virginia Department of Health (VDH) in efforts to improve the regional and statewide healthcare emergency preparedness and response systems.

The Regional Healthcare Coordinator serves as the point of contact between the organization and VHHA/VDH. In this capacity, he or she coordinates and implements the tasks identified in the

Memorandum of Understanding (MOU) between the SVHC and VHHA and ensures timely fulfillment of the deliverables and requirements as detailed in the Emergency Services Preparedness Agreement.

The Regional Healthcare Coordinator must deal effectively with government and hospital administrators, public health officials, public safety officials, and other involved partners. He or she must be proficient in oral and written communication skills and have significant computer skills as multiple technological platforms are utilized to complete the task.

Frequent travel within the 39-jurisdiction region, and regular travel outside the region is required.

MINOR DUTIES AND RESPONSIBILITIES

- Perform tasks assigned by the VHHA Director of Emergency Preparedness and/or VDH State Hospital Coordinator.
- Develop and maintain a plan for sustainable operation of the Regional Healthcare Coordinating Center (RHCC).
- Develop and maintain regional Emergency Operations and Continuity Plans which support the preparedness of regional healthcare services.
- Assist with strategic planning for SVHC operations in conjunction with the SVHC Coalition Advisory Committee and WVEMS Council.
- Develop and manage coalition budget and workplan in accordance with relevant guidance as part of the VHEMP.
- Assist in maintaining accurate financial records for the region which includes the compiling of review of and approval of requests for payment to VHHA.
- Submit reports as required by VHHA/VDH or ASPR.
- Coordinate visits to each organization within the region receiving ASPR funding at least twice a year to review operational readiness and maintenance of ASPR purchased inventory.
- Attend the Virginia Healthcare Emergency Management Program (VHEMP) Regional Coordinator meetings in Richmond.
- Coordinate and attend SVHC programs in support of ASPR requirements and Coalition Strategic Objectives.
- Manage the budget process and internal accounting for all Hospital Preparedness Program (HPP) funds allocated to the SVHC region.
- Supervise and support SVHC staff members in the execution of their duties as RHCC Manager, Training and Exercise Coordinator, Hospital Readiness and Response Coordinator, Medically Vulnerable Populations Coordinators, Inventory Specialist or in adjunct or part time positional status.
- Support activation of the Regional Healthcare Coordination Center (RHCC) during emergency events per regional plan and assume duties as assigned within the Multi-Agency Coordination Center structure via virtual or physical presence in primary/secondary/mobile RHCC.
- Implement and support regional training and exercise activities, to include the facilitation and documentation of disaster preparedness training and exercises coordinated with regional facilities and stakeholders.

QUALIFICATIONS FOR THE JOB

Education:

Bachelor's degree in public health, health care administration, public administration, business administration, health care planning or other appropriate fields. Master's degree is preferred.

Experience:

The position requires a broad background in business and/or health-related administration. The Regional Healthcare Coordinator will have knowledge of federal and state programs related to emergency management and healthcare. The position should have budget and finance experience related to managing annual and project budgets.

Other:

Demonstrated ability to make supervisory-level decisions with consideration of the current and strategic impact on the involved entities and member organizations.

Demonstrated ability to work with multiple organizations toward a common goal, with limited funding, and with varying priorities.

Ability to speak, write and communicate positively and effectively using multiple means and technologies.

The Regional Healthcare Coordinator must reside in the SVHC region within 90 days of accepting the position.

KEY COMPETENCIES

Budget Analysis

Project Management

Ability to lead staff, serves as supervisor for all Healthcare Coalition staff.

Computer and various software to include MS Office and other job specific applications.

PHYSICAL REQUIREMENTS

This position requires sitting, walking, and working during inclement weather as needed. This is not an emergency response position but will provide administrative support to healthcare facilities during emergency situations. Lifting and carrying objects not to exceed 35 lbs. on occasion. Mainly this position is an administrative office position.