

Job Description: HCC-G Hospital Preparedness Program Coordinator

Functional Area: Health Care Coalition – HCC-G

Full-Time Exempt Position:

Salary – HPP 100%

Salary: Low \$34,565

High \$50,400

Level of work - Work requires previous training or experience and specific skills. Work is usually performed under moderate supervision.

Level of Complexity - Complex - This job requires experience performing the job and knowledge and application of the job concepts.

Level of Supervision – Moderate: General directions are given with status checks.

General Position Description

The HCC-G HPP Coordinator is required to possess the in-depth knowledge and experience to aid in oversight of all aspects of the Hospital Preparedness Program (HPP). This position will work in collaboration with the EMTF-4 Coordinator, the HCC F HPP Coordinator, and the HPP Manager to provide the Scope of work Deliverables as defined annually by the Hospital Preparedness Program.

Responsibilities:

- Responsible for knowledge/management of the Hospital Preparedness Program, including changes, rules, methods of reporting, etc.
- Report to HPP Manager weekly to update on current activities, budget status, deliverable status, and the regional status of HCC coalition stakeholder participation and unmet needs to provide the program within the region.
- Provide deliverable reports, budgets, and information as requested by the HPP manager to review before the DSHS annual reporting schedule final deadlines.
- Preparedness and response activities, including regional drills/exercises that will include three or more HCC agency members per the HPP contract.
- Coordinate with the HCC G Governance Committee to define the preparedness and response needs of the coalition and create a purchase plan in line with the HPP guidelines and budget parameters.
- Submit appropriate documentation to the Piney Woods office for approval and processing of reimbursement checks or purchase approval for Coalition purchasing.
- Attend meetings called by the State as required.
- Communicate with Hospitals and Trauma Coordinators within each health system/facility.
- Plan for required meetings to provide HCC-G's membership to fulfill the current grant requirements/changes/expectations. Present Agenda to the HCC Chair and the HPP G Manager at least two weeks before the meeting.
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meeting.

- Collaborate with HPP Manager and HCC F - HPP Coordinator for regional activities, educational and training projects/events to meet the Healthcare Capability compliance across the full EMTF 4 region.
- Stay up-to-date with the programs and activities of the HCC G members to provide information to the region.
- Report progress/changes of the Hospital Preparedness Program through publications and meetings and web-based communications.
- Work with HPP Manager, Data Information Systems Administrator, and HCC F Healthcare Coalition Coordinator in preparing reports to DSHS for bed availability.
- Responsible for verifying the HCC G inventory of items purchased with HPP funds annually and reported in a consistent system for the full EMTF 4 region.

General Qualifications/Skills.

This position requires:

- Business Degree or equivalent (preferred). Some college is acceptable, (if related work experience has been in the field of healthcare, business, and/or administration).
- A detailed, highly-motivated, organized professional with initiative and good judgment.
- Must possess basic computer skills to include all Microsoft applications, EverBridge EMResource, WebEOC, TDVR and any other applications utilized at the request of the Department of State Health Services.
- Must possess excellent verbal and written communication skills for report writing and group presentations.
- Must be able to converse knowledgeably with physicians, paramedics, nurses, hospital administrators and public health administration, state monitors, auditors and CPA.
- Ability to multi-task.
- Must be able to cope with complaints and other contrary concerns.
- Must be a quick learner to implement program and Scope of Work changes
- Excellent record keeping skills are essential, to produce reports upon request
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Abilities

Beyond the skills in accounting, reporting, and bookkeeping, the ability to perform this job requires the ability to work without frequent supervision. This position requires professionalism and accuracy in documentation. Professional leadership skills are a must in this position.

A professional demeanor is of utmost importance as this individual travels to attend meetings, many educational opportunities and is always representing HCC-G whether in the office, region, or state. Accurate recall of numbers and situations are often required momentarily, and the demeanor of the person holding this position must be calm and compliant.

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Attending frequent meetings outside the office is required to meet the position objectives. Must have the ability to travel extensively throughout the EMTF-4 Region to assist the region in meeting the HPP Program Healthcare Capabilities. Ability to attend educational opportunities provided throughout the region to stay abreast of the Hospital Preparedness Program is required.

Working Conditions

This position is provided/requires:

- An office as it is necessary to concentrate when dealing with program grants Scope of Work and when holding conversations that may have sensitive information.
- Up-to-date technical equipment including 24/7 cell phone communications, a laptop or computer, an iPad as approved by DSHS
- An office supply budget to accommodate day-to-day operations
- Periodical travel to attend HPP meetings in Austin
- This employee will be required to coordinate/plan/set-up/attend educational training, exercises, and drills that may require mild lifting and stacking of light-weight equipment.

Job Relations:

Accountable to: Supervisor: HPP Manager

General Oversight: President/CEO

This position is funded by a grant and therefore is subject to availability of funds.

I acknowledge I have read and understand this job description and have the education, skills, and knowledge to perform the duties of this position.

Applicant Signature

Date

This job description has been designed to indicate the general nature and level of work performed by employees within this classification. It is not designed to contain or be interpreted as a comprehensive inventory of all duties, responsibilities, and qualifications required of employees assigned to the role.