

**Hospital Council of Northwest Ohio (HCNO)
Job Description**



<u>Job Title</u>	Healthcare Disaster Preparedness Training/Planning Coordinator
<u>Immediate Supervisor</u>	Regional Health Care System Coordinator
<u>Also Reports to</u>	HCNO President/CEO and Vice President
<u>Contract Range</u>	The contract will not exceed \$50,000 and does not include health insurance or fringe benefits

Announcement of Position

The Hospital Council of Northwest Ohio is a non-profit organization serving Northwest Ohio Hospitals and the community. The Council is currently recruiting a qualified independent contractor to serve in the following grant-funded role:

Healthcare Disaster Preparedness Coordinator

The successful independent contractor will be a motivated self-starter able to assist the Northwest Ohio Health Care System Coordinator to further develop and implement the 18 county regional health care system disaster preparedness response plans in conjunction with public health, first responders, the Ohio Hospital Association and the Ohio Department of Health. A bachelor's degree is required/master's degree preferred. Experience as a first responder with real-life incident management team practice is required. Previous experience in instructing or assisting hospital and health care facilities with varied aspects of disaster preparation, planning, and exercise design is preferred. Excellent written and verbal communication skills, personal computer skills and a computer work station are required. Successful candidate will be organized, self-directed, and able to work as a member of a team in a complex environment with a variety of stakeholders. This contract will be grant funded and the successful applicant will work as an independent contractor for a period of 10.5 months completing quarterly deliverables determined in conjunction with the regional health care system coordinator.

A. Education Requirements

Minimum of Bachelor Degree in Public Health, Disaster Preparedness or related field. A Master Degree is preferred.

- Must be a certified FEMA ICS trainer
- Must have completed NIMS ICS-100, 200, 300, and 400 Trainings
- Must have completed IS700 and IS800 Trainings
- Exercise Design Certification Preferred

B. Work Experience Requirements:

- Minimum 2 years experience as a first responder managing incident responses as part of an incident management team is required
- Experience in assisting hospital and health care facilities with disaster preparedness planning and responses is required
- Knowledge of the Hospital Incident Command System-Version IV (HIC IV) and Occupational Safety and Health Administration (OSHA) Best Practices for Hospital-Based First Receivers of Victims from Mass Casualty Incidents Involving the Release of Hazardous Substances dated January 2005 is required

C. Summary of Essential Job Functions:

- Must be willing to travel to all NW Ohio hospitals and selected health care facilities to assist with disaster preparedness, planning and trainings, as well as implementation of HICS-IV
- Work with regional coordinator and vendors to develop regional exercises which enhance regional health care system disaster preparedness and response effort
- Assist NW Ohio Hospitals with All Hazard Response Plans
- Assist NW Ohio Hospitals with implementing and enhancing Hospital Decontamination efforts
- Assist NW Ohio in developing Hospital Evacuation Plans
- Work with NW Ohio hospitals to implement Homeland Security Exercise and Evaluation Program (HSEEP) guidelines and standards for all exercises
- Assist hospitals with the National Incident Management System 17 Elements of Compliance for Hospitals
- Work with NW Ohio hospitals to implement changes in the Joint Commission on Accreditation for Hospitals (JCAHO) disaster preparedness standards proposed for January 2008

D. Deliverables:

- Deliverables will be determined once they are agreed upon by the Hospital Council of Northwest Ohio and the Ohio Department of Health. At that time the payment schedule will be determined based on deliverables met.

E. Application Process:

- Qualified independent contractors interested in applying should submit a resume/vita, availability during the contract period and compensation expectations via email to Kathy Silvestri, Hospital Council of Northwest Ohio at ksilvestri@hcno.org by October 1, 2007. Contact Kathy with any questions at 419-842-0800.