



June 11, 2024

Healthcare Coalition Partners of KS, LLC is currently seeking full-time Readiness and Response Coordinators. Readiness and Response Coordinators have a unique and important role in maintaining and promoting situational awareness, communication, and coordination between healthcare facilities and response partners within the State of Kansas.

This position includes relationship management and growth with key partners such as area hospitals, public health departments, county emergency managers, emergency medical services, other healthcare providers and key stakeholders such as the Kansas Department of Health and Environment (KDHE).

Job responsibilities include assistance in annual completion of Healthcare Coalition (HCC) Workplan deliverables within the State of Kansas. In addition, the qualified candidate (s), will be responsible for one or more of the following project items.

Specific communication projects include:

- Inventory System Management
- Coordination and Administration of HCC and External Websites
- Distribution of data, meeting minutes and related documents to HCC members
- Administration and Coordination of HCC communication platforms
- Administration and Maintenance of an HCC Membership Database
- Other Communication Projects as Assigned

Project Management includes:

- Project management of annual HCC workplan deliverables
- Completion of federal reporting tool
- Management and tracking of HCC budget
- Serve as subject matter expert on Hospital Preparedness Program (HPP) grant requirements and Public Health Emergency Preparedness (PHEP) grant requirements
- Facilitation of and participation in meetings, conferences, and committees

Minimum and Preferred Qualifications for candidates are as follows:

- Minimum Qualifications
 - High school diploma or equivalent and five (5) years of experience in emergency management or public health or healthcare related field
 - Proven ability to work independently
 - Public relation or marketing skills
 - Excellent organization skills

- Excellent interpersonal and communication skills to build strong relationships with diverse organizations within the HCC Region
- Highly proficient with Microsoft Office and general computer skills
- Must have a valid driver's license and dependable vehicle
- Ability to meet deadlines
- Ability to decipher information, create plans and act in an emergency
- Reliable internet and telephone for your home-based office
- Must reside within the State of Kansas

- Preferred but not Required Qualifications
 - Bachelor's degree in emergency management, health education, nursing, social work, public health, or computer science
 - General operational and structural knowledge of Healthcare Coalitions
 - Knowledge in IT Systems related to this role's Communication Projects
 - The ability to identify technological inefficiencies within system platforms and propose then administer efficient solutions
 - Existing relationships with hospitals, public health, emergency management EMS staff, other healthcare partners and key stakeholders
 - Knowledge of healthcare emergency preparedness plans, roles, and responsibilities
 - Knowledge of the Incident Command System and National Incident Management System
 - Individual alignment with HCCP of KS core values

As a company, we serve the healthcare community in preparing, planning, mitigating, and responding to healthcare emergencies. **Our core values include faith, family, professional/personal growth, mutual respect, and service to others.** Our culture reflects these values, and we encourage applications from individuals who excel within this culture.

Interested candidates are encouraged to submit a résumé and HCCP of Kansas application to coalitionpartners@hccpkansas.com . These items are due prior to Noon on Friday, July 5, 2024. An anticipated start-date is August 1, 2024.

A sample HCC Workplan and additional information regarding Kansas Healthcare Coalitions can be found at: www.kshcc.com .

Thank you,



Danielle Marten and Tami Wood
Healthcare Coalition Partners of KS, LLC
Co-Owners