

**HEALTHCARE COALITION READINESS & RESPONSE COORDINATOR
PUBLIC SAFETY ADMINISTRATOR II**

East-West Gateway Council of Governments (EWG) has an opening for a Healthcare Coalition Readiness & Response (HCC R/R) Coordinator (classified as a level II position) in the Regional Security/St. Louis Area Regional Response System (STARRS) department. The HCC R/R Coordinator is a grant-funded position that will report directly to the Emergency Preparedness Manager. The HCC R/R Coordinator's role is to facilitate and oversee the planning, training, exercising, operational readiness, evaluation, and ongoing development of the St. Louis Regional Healthcare Coalition (StLHCC). The HCC R/R Coordinator will also lead, participate in, or support the response activities of the StLHCC according to its plans.

The primary duty of the HCC R/R Coordinator is to ensure that the StLHCC meets the Hospital Preparedness Program (HPP) grant requirements with a particular focus on plans, roles, and operations. The duties include, but are not limited to: identifying and engaging StLHCC stakeholders and community leaders in health care preparedness planning and exercises; facilitating, conducting, and documenting stakeholder meetings including the StLHCC and workgroups; reviewing and updating response procedures; developing and implementing a training and exercise program to develop healthcare system readiness and expand team membership; and supporting healthcare system response capability.

The successful candidate will have familiarity and prior experience with current federal HPP grant requirements, the National Incident Management System (NIMS), the Incident Command System (ICS) / Hospital Incident Command System (HICS), and the Homeland Security Exercise and Evaluation Program (HSEEP). A background in emergency preparedness planning, with a particular focus on health care / hospital preparedness, is preferred. The successful candidate must also be proficient in spreadsheet and word processing software like Excel and Word, as well as presentation software like PowerPoint. The successful candidate should be detail oriented with strong organizational and time management skills and the ability to work on multiple projects simultaneously and have excellent verbal and written communication skills.

This position requires a bachelor's degree from an accredited, four-year college or university with major course work in health care, emergency management, emergency planning and response, or other directly related field, and a minimum of 3 years of directly related professional experience, particularly with respect to health care or hospital preparedness; an advanced degree in a directly related field may substitute for 1 year of experience; or any equivalent combination of directly related education and professional experience.

All applicants for this position must be authorized to work in the United States.

The salary range for this position is \$54,753 to \$60,528 annually, with actual starting salary in this range based on background and experience. EWG offers an attractive compensation and benefits package, including: insurance (health, dental, vision, and life), flexible spending accounts, retirement plan with employer match, and generous paid time off (vacation, holiday, and sick leave). A summary of benefits can be accessed on EWG's website at www.ewgateway.org/careers.

Applications will be accepted until the position is filled. Applicants should submit a cover letter and resume by email to: careers@ewgateway.org; with the subject line HCC R/R Coordinator Application.



**EAST-WEST GATEWAY
Council of Governments**

Creating Solutions Across Jurisdictional Boundaries
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