



***Environmental Health & Preparedness Division***  
**2570 4<sup>th</sup> Street SW, Suite 1**  
**Mason City, IA 50401**  
**(641) 421-9300**

**Position Description:** Hospital Preparedness Program (HPP) Readiness & Response Coordinator  
**Reports To:** Environmental Health & Preparedness Manager  
**Division Manager:** Jodi Willemsen  
**FLSA Status:** Exempt, Full Time –32 per week, 0.8 FTE  
**Expected Work Week:** Monday – Friday, hours negotiable  
**Salary Range:** \$38,400 - \$44,000 annually, DOQ  
**Prepared By:** Jodi Willemsen  
**Prepare Date:** July 2020  
**Approved By:** Kara Vogelson, Public Health Director  
**Approved Date:** June 2022  
**Reviewed Date:** June 2022

**Definition:**

The Hospital Preparedness Program (HPP) Readiness & Response Coordinator is a self-starter who can function comfortably in a team or independently; this person must relate well to co-workers and the public. This position requires flexibility, budgeting knowledge, the ability to manage time to achieve outcomes and must be an accomplished facilitator. The individual in this position must be able to assume a wide range of responsibilities, provide timely responses to deadlines and work well under pressure. This position is responsible for: facilitation of planning, training, exercising, operational readiness, financial sustainability, evaluation, and ongoing development of the health care coalition as well as to lead, participate in, or support the response activities of the coalition according to their plans. The Service Area 2 HPP Readiness & Response Coordinator will ensure all contractual obligations are met in the Hospital Preparedness and Response System Development Grant. Service Area 2 counties include: Butler, Cerro Gordo, Chickasaw, Floyd, Franklin, Hancock, Hardin, Kossuth, Mitchell, Winnebago, Worth and Wright. This is a grant funded position.

**Duties to Include:**

The HPP Readiness & Response Coordinator performs the following essential functions within the framework of CG Public Health’s provision of core functions and essential services (objectives, activities and responsibilities change by contract annually):

Under the general supervision of the Environmental Health & Preparedness Manager, the HPP Readiness & Response Coordinator performs the following essential functions within the framework of CG Public Health’s provision of core functions and essential services:

## Responsibilities:

1. Grant coordination to include the following:
  - Engage identified representatives of Service Area 2 hospitals to ensure Hospital Preparedness Program grant objectives & activities are being met.
  - Provide technical assistance to healthcare coalition members:
    - Development of hospital workplans and objectives.
    - Provide guidance on budgets, progress reports, use of funds, and workplans for hospital participants.
  - Manage the Service Area 2 hospital preparedness program budget.
  - Vet and submit spending pre-approval requests.
  - Strengthen partnerships between hospitals in the area of emergency planning & response.
  - Complete a Hazard Vulnerability Assessment with area hospitals to determine highest ranking threats in the area. Develop a training and exercise plan to focus on these areas.
  - Assist hospitals in managing resource availability in a web-based resource management & communication tool. Track what resources each hospital has and could share during an emergency.
  - Coordinate efforts with the Service Area Clinical Advisor to develop, update and implement emergency planning for hospitals.
  - Create exercise scenarios to be used by hospitals to practice emergency response. Evaluate exercises and provide feedback to hospital staff utilizing HSEEP standards.
  - Work with hospitals to determine training needs. Schedule trainers, secure training locations, and maintain registration processes (training should focus on highest ranking hazard vulnerabilities identified for the service area).
  - Schedule service area-wide training to efficiently manage agency specific budgets.
  - Ensure service area hospitals have access to and are responding to test alerts sent by the Iowa Health Alert Network.
  - Host Zoom calls, face-to-face meetings or workgroups to develop, review and update Service Area 2 Emergency response plans.
  - Ensure hospitals have emergency response roles filled and staff are trained in National Incident Management courses required by the state. Collect NIMS training certificates and provide to the state for review.
  - Schedule monthly service area meetings between hospitals in Service Area 2 (virtual and/or face-to-face). Reserve meeting space, develop agendas and coordinate meeting minutes.
  - Assist hospitals with completing of monthly vouching to the Hospital Preparedness Program grant.
  - Collect data from hospital partners for contractual reports.
  - Meet with state coalition coordinators monthly.
  - Maintain the Service Area 2 preparedness website.
  - Work with the Hospital Readiness & Response Coordinator to develop regional plans, hold trainings, workgroups and meetings, and exercise preparedness & response plans.
2. System development coordination/assistance to include the following:
  - Lead and coordinate efforts with hospitals in the service area to identify gaps and critical linkages between the systems that improve system development efforts.
  - Work with service area hospitals to expand the trauma system ability and capacity to respond to mass casualty incidents in an all-hazards approach.

- Assist hospitals in completing performance improvement processes to identify and correct systemic personnel deficiencies within and across the respective systems.
  - Bring together hospitals, EMS and public health to identify special at-risk populations, and develop strategies to fill gaps identified in responding to this population.
3. Support overall Hospital Preparedness Program activities:
- Complete required forms and reports according to protocols and standards as needed.
  - Work with finance staff to answer questions related to revenue and expenses related to the Service Area 2 contract.
  - Sustain an effective knowledge base of current State of Iowa preparedness plans, programs, policies and priorities.
  - Identify and track all National Incident Management System training needed and completed to meet Service Area 2 requirements.
  - Serve as primary liaison to the Service Area 2 steering committee, the Iowa Department of Public Health and other state and local response partners.
  - Assist the division manager in preparing Board of Health quarterly and annual reports.
  - Attend regularly scheduled regional and state meetings and workshops to remain updated on changing emergency preparedness issues.
  - Serve on various community committees and task forces.
  - Accepts off-site and off-hours assignments.
  - Follows various policies such as completing daily time studies, confidentiality, attending staff meetings, personnel policies etc.
  - Cooperates with other health department personnel.
  - Represent Service Area 2 in a professional manner.
  - Perform other duties as required or assigned.
4. Sustain an effective knowledge of the department's public health preparedness and response plan.
- Review appropriate plans & train for emergency response roles(s).
  - In times of response, fully participate in all assigned roles to respond to health emergencies (this may include duties in the Regional Medical Coordination Center and miscellaneous duties in Service Area 2).
  - Assist with reporting and documenting emergency response activities.
  - Assist in the public health call center as needed during emergency situations.
  - Assist with review and timely updates to the All-Hazards Emergency Response Plan.
  - Participates in emergency preparedness trainings and exercises.

**Education and Experience Required:**

Graduation from an accredited four (4) year college or university with a Bachelor's degree in emergency services, healthcare management, natural sciences or related field and two (2) year's work experience in hospitals, public health or emergency services;

**OR**

Graduation from an accredited college or university with an Associate's degree in emergency services, healthcare management, natural sciences or related field and at least four (4) years of work experience in hospitals, public health or emergency services;

**OR:**

An equivalent combination of education and experience as contained within the parameters of (1) and (2) above.

ASPR developed four Health Care Preparedness & Response Capabilities to describe the high-level objectives that the health care delivery system and health care coalitions, including acute care hospitals, EMS, emergency management agencies and public health agencies, should undertake to prepare for, respond to, and recover from emergencies. The four healthcare preparedness & response capabilities in which this position will function under are: *Foundation for Health Care & Medical Readiness, Health Care & Medical Response Coordination, Continuity of Health Care Service Delivery, and Medical Surge.*

**Hospital Preparedness:**

Ability to gain knowledge of public health, EMS and hospital preparedness issues. Knowledge of the Incident Command System and National Incident Management System. Must achieve NIMS competency training compliancy. Employee will report to public health for emergency response as requested by the health director.

**Training/Continuing Education Requirements:**

- As approved by the Service Manager, must attend 16 contact hours annually of county funded continuing education from any State of Iowa or environmental health related association.
- Homeland Security and Exercise Evaluation Program (HSEEP)
- Completion of National Incident Management System's (NIMS) trainings: IS-100, IS-200, IS-700 & IS-800.
- Public Information Officer (introductory level).
- Other hospital preparedness program training as offered.
- Attend hospital preparedness program & other preparedness conferences as offered.

**Licensure Requirements:**

- None required.

**Optional Licensure Incentives:**

- Any approved licensure or certification listed per CG Public Health Personnel Policy Manual.

**Physical Requirements:**

- This position requires the employee to constantly stand, walk, use hands to finger, handle or feel, stoop, kneel, crouch, or crawl, and to talk or hear. Position may exert up to 10 pounds of force occasionally (up to 1/3 of the time) and/or exert a negligible amount of force frequently (from 1/3 to 2/3 of the time) to lift, carry, push, pull or otherwise move objects, including the human body. Position involves sitting most of the time but may involve walking or standing for brief periods of time. Frequently will reach with hands or arms. Employee will occasionally be required to carry or lift up to 50 pounds and will frequently carry or lift up to 35 pounds. Employee will occasionally sit, climb, balance, taste, or smell. The individual will be required to have corrected 20/40 vision, close vision, distance vision, color vision, peripheral vision, depth vision, and ability to adjust focus.

**Special Requirements:**

- Ability to obtain automobile insurance if personal vehicle is ever used for county business

for which mileage reimbursement would be received. To be reimbursed for mileage, must provide proof of auto insurance in the amounts of 100/300/100.

- Dependable personal automobile.

**Environmental Adaptability:**

- The job will create occasional environmental exposure to wet or humid conditions (non-weather), work in high, precarious places, extreme cold or heat (non-weather), possibility of explosions, and vibration. There will be frequent environmental exposure due to work near moving mechanical parts, fumes or airborne particles, outdoor weather conditions, steady and impulse noises or 85 decibels and greater, communicable disease and human waste. Constant environmental potential exposure to toxic or caustic chemicals and risk of electrical shock. In addition, should a public health disaster arise, possible risks may also include exposure to biological agents, toxic gases, chemicals, radiological agents, and explosions.

*This description is intended to describe the kinds of tasks and levels of work difficulty being performed by people assigned to this classification. The list of responsibilities is not intended to be construed as an exhaustive list of all responsibilities, duties and skills required.*

Persons with disabilities: The above is a general listing of job duties. Essential and non-essential functions may vary by individual position. Reasonable accommodations may be available for both essential and non-essential job duties.