



August 1, 2022

Healthcare Coalition Partners of KS, LLC is currently seeking a full-time Readiness and Response Coordinator for the Southcentral Kansas Healthcare Coalition (SCKSHCC). Readiness and Response Coordinators have a unique and important role in maintaining and promoting situational awareness, communication, and coordination between healthcare facilities within the Region.

Job responsibilities include annual completion of the SCKSHCC Workplan and special projects as well as 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).

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 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
  - Residency within or near the SCKSHCC Boundaries
  - Reliable internet and telephone for your home-based office

- Preferred Qualifications
  - Bachelor's degree in emergency management, health education, nursing, social work or public health
  - 5 years' experience in managing or coordinating a community-based public health or health related agency
  - General operational and structural knowledge of Healthcare Coalitions
  - Existing relationships with hospitals, public health, emergency management, EMS staff, other healthcare partners and key stakeholders within the Region
  - Knowledge of Southcentral Kansas healthcare emergency preparedness plans, roles, and responsibilities
  - Knowledge of disease investigation, surveillance, and preparedness education
  - Knowledge of the Incident Command System and National Incident Management System
  - Successful training in the following National Incident Management System courses
    - IS-100.c Introduction to the Incident Command System
    - IS-120.c An Introduction to Exercises
    - IS-130.a How to be an Exercise Evaluator
    - IS-200.c Basic Incident Command System for Initial Response
    - IS-700.b Introduction to National Incident Management System
    - IS-800.d National Response Framework, An Introduction
  - Knowledge in the following systems
    - EMResource
    - ASPR's Coalition Assessment Tool
    - HHS's emPOWER Tool

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 resumé to [coalitionpartners@hccpkansas.com](mailto:coalitionpartners@hccpkansas.com) . This position will be advertised through Friday, August 12, 2022. An anticipated start-date is on or around September 15, 2022.

Additional information regarding Kansas Healthcare Coalitions can be found at: [www.kshcc.com](http://www.kshcc.com) .

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