



Foundation for
Healthy Communities

Job Description

Title: Health Care Coalition Planning Position

Reports to: Health Care Coalition Director

Purpose: Responsible for supporting the development, training, and review of emergency operation plans (EOP) for Granite State Health Care Coalition (GSHCC) member organizations. This position will provide a resource to GSHCC member organizations to assist them in completing and enhancing their EOP's through concise, accurate, and appropriate plan development for the organization size and scope of operation. Plans developed will meet requirements of CMS, other certifying agencies, and state healthcare licensing. This position will supplement the existing GSHCC Team for the purposes of emergency preparedness planning, response, and recovery following the requirements outlined in a contract between the Foundation for Healthy Communities and the NH Department of Health and Human Services.

FLSA Status: Full-time/Exempt/Salaried

Essential Duties and Responsibilities:

- Provide technical assistance to health care coalition (HCC) members.
- Work with HCC Director to monitor implementation of HCC contract requirements including keeping abreast of federal and state requirements.
- Review EOP compliance needs of HCC members and develop strategies to meet training and plan development needs.
- Maintain accurate and up-to-date contact information for HCC membership.
- Prepare and distribute meeting announcements, agendas, minutes and correspondence for a variety of groups and subcommittees as needed.
- Work with subcontractors/vendors as needed.
- Work with HCC Director and HCC Team to manage all administrative tasks related to the project including internal and external financial and program reporting requirements.
- Assist the HCC Director and HCC Team in completing all grant deliverables on-time.
- Assist in writing of grants, exercises, training regimens, or other types of plans or documents as needed by ESF8, GSHCC Team, or GSHCC member organizations.
- Project management skills including tracking, monitoring, and providing oversight to subcontractors as well as required state and federal reporting.

Required Skills and Knowledge:

- Bachelor's degree or higher. Past work and exercise experience is considered in supplement to the above.
- Minimum five years' experience in EOP development, design and writing. Understanding of CPG-101 guidance desired.

- Experience or knowledge of CMS and other federal and state regulatory rules governing healthcare desired, including but not limited to, knowledge of long-term care and infection control policies.
- Excellent organizational skills, an aptitude for detailed problem solving and ability to meet all deadlines.
- Ability to work both independently and in a team oriented collaborative environment.
- Ability to establish effective interpersonal relationships at all levels with external organizations and with internal staff.
- Strong project management skills. Past experience managing subcontractors desired.
- Strong verbal and written communication skills.
- Adherence to confidentiality requirements.
- Some in-state and out-of-state travel is required.
- Commitment to health equity
- May be required to assist ESF8 or GSHCC Team during operational response for real-world events.
- Computer skills including proficiency in Microsoft Office applications.

The Foundation for Healthy Communities is located at 125 Airport Road in Concord NH.