



COLORADO COMMUNITY HEALTH NETWORK (CCHN) Job Description

Job Title: Quality Initiatives Specialist – Emergency Preparedness

Division: Quality Initiatives Division

Reports to: Quality Initiatives Director

Supervises: N/A

Category: Full-time, non-exempt

Date: April 14, 2022

To Apply:

Please email the following to Holly Kingsbury at holly@cchn.org with “Quality Initiatives Specialist – Emergency Preparedness” in the subject line.

- Cover letter
- Resume
- Written answers to the following prompts (please limit responses to one-page total):
 - o How do you familiarize yourself with new information, new projects, or a new area of work?
 - o Describe your approach planning for, preparing, and leading group meetings.

This position is open until filled.

Purpose of Position: The Quality Initiatives Specialist – Emergency Preparedness will provide training and technical assistance to Colorado Community Health Centers (CHCs) to support their emergency preparedness and response activities. This position will serve as the primary liaison between CHCs, the state health department, and regional Healthcare Coalitions to ensure coordination and alignment of emergency preparedness and response efforts.

Essential Duties/Responsibilities:

1. Serve as the subject matter expert for CCHN and Colorado Community Health Centers (CHCs) on emergency preparedness and response.
2. Provide technical assistance on emergency preparedness and response to all CHCs, including development and maintenance of emergency plans, policies, and procedures.
3. Maintain a thorough understanding of emergency preparedness regulations, procedures, policies, and best practices.
4. Build and maintain relationships with emergency preparedness planning leaders from the state health department, regional Healthcare Coalitions (HCCs), local public health agencies, hospital association, CHCs, Primary Care Associations, emergency medical services, emergency management, and other partners as needed.
5. Serve as the liaison between the state health department, regional Health Care Coalitions, and other state and regional emergency preparedness and response partners to ensure that CHCs are incorporated into statewide and regional emergency planning.
6. Participate in regional Healthcare Coalitions and other state emergency planning meetings and represent CHCs.
7. Under the supervision of the Quality Initiatives Director, organize, implement, and facilitate the Emergency Preparedness Peer Group.
8. During emergencies or disasters, facilitate information flow and resource requests between CHCs and emergency response partners.
9. During emergencies or disasters, collect data from CHCs on operational status and

- resource needs to support situational awareness, and update CCHN leadership and state and regional emergency response partners throughout the disaster/emergency.
10. Assist CHCs with identifying lessons learned and areas for improvement following an emergency or disaster and provide technical assistance to address areas of need or lessons learned.
 11. Assist the Quality Initiatives Director with the provision of training and technical assistance to CHCs on the COVID-19 response, including COVID-19 testing, vaccinations, treatment, and COVID-19 response regulations.

Other Duties/Responsibilities:

1. Document completion of funders' grant deliverables, create invoices, and provide written progress reports to funders.
2. Monitor and ensure timely dissemination of information to CHCs on Health Alert Network messages, regulatory changes related to emergency preparedness, training opportunities, local planning meetings and exercises.
3. Plan and facilitate internal and external meetings, trainings, webinars, and conference calls related to emergency preparedness.
4. Take detailed notes/meeting minutes as necessary to capture key discussions and share updates with relevant parties.
5. Provide training and technical assistance to CHCs on adult and pediatric immunizations and serve as CCHN's point of contact for questions and partnerships related to adult and pediatric immunizations.
6. At the discretion of the Quality Initiatives Director, represent CCHN in fostering external partnerships with key stakeholders (including, but not limited to, state agencies, coalitions, etc.) by attending regular state- and region-wide meetings, conferences, and networking events.
7. At the discretion of the Quality Initiatives Director and Vice President of Quality and Operations, pursue ongoing funding opportunities for CCHN's emergency preparedness efforts.
8. Perform related responsibilities as assigned by the Vice President of Quality and Operations and Quality Initiatives Director.
9. Report corporate compliance concerns to CCHN's Corporate Compliance Officer; any CCHN employee who reports a compliance concern in good faith is protected by law from retaliation.
10. Other duties as assigned.

Note: Employees are held accountable for all duties of this job.

Job Qualifications:

Knowledge, Skill, and Ability: Ability to manage and prioritize multiple tasks.

1. Knowledge of emergency management principles and practices.
2. Understanding of health care infection prevention and management practices.
3. Ability to present and interpret complex information to multiple audiences in person and virtually.
4. Demonstrated awareness of, and value for, diversity, equity, and inclusion.
5. Ability to work with minimal supervision and maximum accountability.
6. Ability to work as a team member and work effectively with diverse groups.
7. Ability to think critically, problem solve, and practice solution-based thinking.
8. Ability to build rapport, credibility, and trust, and maintain effective working relationships.
9. Ability to thrive in a complex and rapidly changing environment.

10. Ability to process and organize facts and data to define a problem and develop effective solutions.
11. Ability to travel, including occasional overnight trips (less than 10%).
12. Proficient in Microsoft Office, Microsoft Teams, and Zoom software.
13. Fluency in written and spoken English.
14. Proficient written and oral communication skills.
15. Ability to speak in front of groups and facilitate meetings.
16. Demonstrated ability to work with customer/client groups and/or experience in membership organizations.
17. Possess technical and analytical writing skills and the capacity to deliver information that is accessible to a diverse audience, including technical and non-technical groups.
18. Demonstrated ability to work remotely and manage time and tasks.

Training/Education: Bachelor's degree in a related field. At least three years of experience in the fields of emergency management, community health, or public health will be considered in lieu of a degree.

Experience:

1. At least two years of experience in the fields of emergency management, community health, or public health.
2. Experience with or knowledge of Community Health Centers or Primary Care Associations preferred.
3. Knowledge of health care infection prevention/management is preferred.
4. Completion of National Incident Management System IS 100, 200, and 700 preferred, or completed within first six months of employment.

Working Environment and Physical Activities

1. Hybrid office environment with up to 80% remote work, subject to change.
2. Ability to travel. This position typically requires several hours of travel to meetings in the front range area monthly. Additional travel may also be required, with approximately three to seven in-state overnight trips per year.
3. All newly hired employees are required to provide proof of being fully vaccinated against COVID-19 or have a qualified exemption.

Note: This job description is not intended to be an exhaustive list of all duties, responsibilities, or qualifications associated with the job.

Position Salary Range: \$24.50 - \$27.00 per hour depending on experience (non-exempt)

Benefits: CCHN provides a comprehensive benefits package that includes:

1. Insured group health, dental, & vision plans
2. Medical and dependent care flexible spending account options
3. 401k retirement plan with an employer contribution match
4. Life, AD&D, and Long-term disability plans paid for by employer
5. Free 24/7 access to confidential resources through an Employee Assistance Program (EAP)
6. Voluntary benefit plans to complement health care coverage including accident insurance, critical illness, and short-term disability
7. A generous mix of vacation, sick and holiday paid days off