

**JOB DESCRIPTION:**  
**Northwest Region Healthcare Coalition**  
**Assistant Readiness and Response Coordinator**  
*Updated April 2025 for BP2 ASPR 2025 - 2026*

**POSITION PURPOSE:**

The primary responsibility of the Assistant Readiness and Response Coordinator (ARRC) is to support readiness, preparedness, assessment, and mitigation efforts for communities in the region at elevated risk of Avian Flu (H5N1) and other highly pathogenic threats. In addition to supporting response activities, this position assists with general administrative tasks such as preparing meeting materials, taking minutes, maintaining program records, and coordinating logistics. The ARRC also provides broader support for Coalition projects and programs as assigned. This position reports to the Readiness and Response Coordinator (RRC).

This is a contract position for the dates of July 1, 2025 – June 30, 2026, at 0.5FTE (20 hours/week) at \$63.30/hour.

**Our Mission:**

Colorado's Northwest Region Healthcare Coalition's (NWRHCC) mission is to coordinate and conduct healthcare emergency preparedness activities throughout the following Northwest Colorado counties: Mesa, Garfield, Pitkin, Eagle, Summit, Grand, Jackson, Routt, Moffat, and Rio Blanco.

**Who We Are:**

The Northwest Region Healthcare Coalition (NWRHCC) is comprised of key partners from across the Northwest Region of Colorado that support the purpose of the coalition. Our members include hospitals, emergency medical services (EMS), emergency management, public health, behavioral health, and ancillary healthcare providers

The NWRHCC is led by a Steering Committee comprised of representatives from the Five Core Functions (Hospitals (2), EMS (2), Public Health, ESF8 (2) and Emergency Management (2) and Behavioral Health (1). The Steering Committee provides strategic direction to the Coalition and facilitates regional preparedness and resource coordination.

**ESSENTIAL JOB RESPONSIBILITIES:**

**Priority 1: Assess, manage, monitor, and implement ASPR grant funds to bolster and improve the Northwest Region's ability to plan for and respond to an H5N1 outbreak.**

- a. Carry out H5N1 supplemental funding activities to support local preparedness and response to potential H5N1 outbreaks as outlined in the pending SOW.
- b. Travel to the HPTC for an initial startup meeting, a midpoint progress review, and a final in-person verification to confirm the facility is operational and patient-ready. Additional virtual meetings will be required to ensure the project remains on schedule.

- c. Collaborate with the NWRHCC Clinical Advisor to assess regional PPE capabilities, including equipment and supplies for the Highly Pathogenic Treatment Center (HPTC). Support PPE procurement, training, and planning efforts to meet OSHA, DNV, CME, and Joint Commission standards as applicable.

This includes but is not limited to:

- Rural areas in the NWRHCC
- Agricultural areas in the NWRHCC
- Chain Supply in vulnerable areas in the NWRHCC
- Personal Protective needs to combat a potential H5N1 outbreak
- Frontline workforce needs
- Working closely with the Office of Emergency Preparedness at CDPHE for data analysis and assessment support to identify needs.

## **Priority 2: Coalition Project or Program Support**

The Assistant Readiness and Response Coordinator (ARRC) reports to and works under the direction of the Readiness and Response Coordinator (RRC), assisting in the completion of deliverables outlined in the Colorado Department of Public Health and Environment (CDPHE) Statement of Work (SOW).

*See Attachment A – Scope of Work.*

Key responsibilities include:

- a. Supporting the RRC in meeting grant deliverables and performance objectives.
- b. Ensuring Coalition goals and sustainability efforts align with statewide initiatives.
- c. Engaging stakeholders and providing regular updates on Coalition activities.
- d. Assisting the fiscal agent with the development of the annual budget.
- e. Identifying opportunities to reduce duplication in communications and enhance information and resource sharing.
- f. Assisting in the creation of Homeland Security Exercise and Evaluation Program (HSEEP)-compliant After-Action Reports and Improvement Plans, as needed.
- g. Supporting the formatting, distribution, and analysis of surveys and questionnaires.
- h. Coordinating with the fiscal agent to ensure timely processing of purchases, requisitions, and revenue.
- i. Staying current with relevant state-provided training opportunities.  
Assisting in audit preparation and representing the Health Care Coalition (HCC) as needed.
- j. Performing other duties as assigned.

## **Priority 3: Support for Coalition, Steering Committee and Work Group Meetings**

The ARRC assists with Coalition meetings in the following ways:

- a. Contacts the host site to confirm room, AV needs, chair setup and other specific details for meeting as needed.
- b. Participates in all coalition meetings, including in-person sessions as scheduled by the RRC/NWCCOG, and prepare accurate, timely minutes for Steering Committee review prior to distribution to general membership.
- c. Sends email and/or phone call reminders to all members one week prior to meetings.
- d. Prepares meeting agendas.
- e. Prepares handouts for distribution at meetings.
- f. Other duties as assigned.

**CORE COMPETENCIES:**

1. Demonstrates ethical behavior, treating members and partners with dignity and respect.
2. Professionally communicates with members and partners, providing excellent customer service.
3. Works well under pressure and demonstrates sound judgment.
4. An ability to organize, prioritize and meet deadlines.
5. An ability to be flexible and adapt easily to changing demands and priorities.
6. Highly proficient with Microsoft Office (Zoom, Microsoft Teams, Word, PowerPoint, Excel, Access, Publisher, Outlook), and general computer skills.
7. An ability to plan, guide and manage the Healthcare Coalitions deliverables to ensure that the group's objectives are met effectively, with clear thinking, good participation and buy-in from the participants.
8. Demonstrates problem solving and critical thinking skills; formulates and recommends solutions.
9. Consults with members and partners, as appropriate, to collaborate in the Coalition's activities.
10. Consistently demonstrates a professional, self-directed, mature, disciplined and tactful approach to the position's responsibilities.

**WORKING RELATIONSHIPS:**

**Interpersonal Relationships:** The incumbent must have strong communication skills to develop and maintain positive working relationships with the RRC, Clinical Advisor, Fiscal Agent, and Coalition members and affiliates.

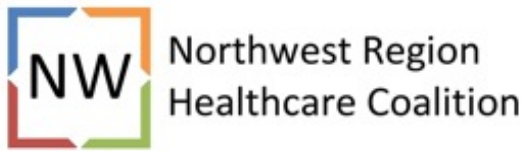
**Degree of Supervision Provided:** The RRC provides guidance routinely, however; the incumbent must be self-directed, able to work independently and coordinate the workload with the RRC and CA.

**EDUCATION REQUIREMENTS/WORK EXPERIENCE/SKILLS/KNOWLEDGE:**

1. Bachelor's Degree from an accredited college or university with major coursework in emergency management, healthcare, public health, communications, education, or a related field. An equivalent combination of training and experience may be substituted for formal education.
2. A minimum of 3 years' relevant work experience in an emergency management-related field preferred.
3. Excellent interpersonal and communication skills are required.
4. Strong written and oral communication skills are required.
5. General knowledge of Healthcare Coalitions.  
National Incident Management System training to include, minimally, ICS 100, 200, 300, 400 & 700. May obtain after employment within 3 months of contract effective date.

**PREFERRED EDUCATION AND EXPERIENCE:**

1. Familiarity with the Northwest Region is preferred.
2. Previous experience in a coalition or consultant role.
3. Previous work with adult learners, including training development and facilitation.
4. Certification in Homeland Security Exercise and Evaluation Program (HSEEP) and experience designing, facilitating, and evaluating all types of HSEEP exercises preferred.
5. Emergency operations plan development preferred.
6. Master Exercise Practitioner or Certified Emergency Manager preferred.



7. Project management and coordination of grant funded projects including HPP and/or PHEP.
8. Grant writing skills.

#### **SPECIAL QUALIFICATIONS:**

1. Requires residency in one of the ten counties located in the Northwest Region which includes Mesa, Garfield, Pitkin, Eagle, Summit, Grand, Jackson, Routt, Moffat, and Rio Blanco counties.
2. Requires the use of a personal automobile, valid driver's license, proof on auto insurance and ability to travel throughout the state and a safe driving record.

#### **WORKING CONDITIONS AND PHYSICAL REQUIREMENTS:**

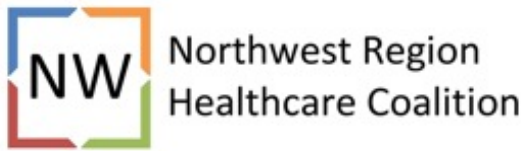
1. Must be in good physical and emotional health.
2. Work is primarily conducted indoors and traveling via automobile with occasional time spent in an outside environment.
3. Routine exposures and hazards include those of a typical home/office environment as well as risks involved during transit.
4. Occasionally required to work after normal work hours to attend events or meet deadlines.
5. Requires sufficient hearing and speech ability to communicate verbally in response to inquiries, project requests, and to speak to large groups of people during informational or educational presentations.
6. Requires visual and physical capabilities to work on computers and associated equipment for prolonged periods of time.

#### **SUBMISSION REQUIREMENTS**

To simplify the evaluation process and obtain maximum comparability, the NWRHCC requires all responses to this job posting be organized in the manner and format described below:

1. **Cover Letter/Executive Summary:** Describe your understanding of the work to be performed and your ability to perform the work.
2. **Qualifications:** Identify the specific requirements and preferred qualifications that are possessed. Provide examples specifying relevant experience to the type of services requested.
3. **Approach to Scope of Work:** Describe how you will approach the proposed services, areas that will receive primary emphasis and the type of assistance that will be required from the HCC members. Describe the POETE process that will assist you and the RRC with implementation of the H5N1 priority area. Finally, discuss the communication process used to discuss issues with the Fiscal Agent and the Steering Committee Chair.
4. **Residency:** Include a current copy of your driver's license.
5. **References:** Include a list (at least three) of recent, relevant work references and provide names, email addresses, and telephone numbers of any references whom we may contact.
6. **Additional Information:** Please provide any additional information, not specifically requested, but which you believe would be useful in evaluating your proposal.

Responses should be submitted electronically as a PDF document to **office@nwccog.org**. This is also where requests for additional information and/or questions should be sent. We thank all applicants for their interest, however only those selected for an interview will be contacted.



Principals only. Recruiters, please do not contact this job poster. Please no phone calls about this job. Please do not contact job poster about other services, products, or commercial interests.

Relocation package is not available for this position.

**INDEPENDENT CONTRACTOR:**

This position is 100% funded on annual federal grants made available through Administration for Strategic Prepared and Response (ASPR) and Colorado Department of Public Health and Environment (CDPHE). Because these grants are awarded to the recipient Northwest Colorado Council of Governments (NWCCOG), the NWCCOG makes no guarantee to continued funding.

The incumbent serves as an independent contractor and is responsible for fulfilling the stipulations outlined in the contract. This position does not include benefits, and the contractor is responsible for their own tax withholding.

This contract is for a 12-month term only at a rate of \$63.30 per hour. Contracts for additional BP funding through ASPR and CDPHE may be available. Changes to FTE status and hourly rate will be negotiated.

**It is the policy of NWCCOG to provide equal opportunities without regard to race, color, religion, national origin, gender, gender identity, sexual preference, age, or disability.**

Sign: \_\_\_\_\_

Date: \_\_\_\_\_

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Attachment A: [Scope of Work](#)