

JOB DESCRIPTION:
Northwest Region Healthcare Coalition
Clinical Advisor

Updated April 2025 for BP2 ASPR 2025 - 2026

POSITION PURPOSE:

The Clinical Advisor (CA) serves as the primary clinical liaison between the Northwest Region Healthcare Coalition (NWRHCC), local and state counterparts, federal agencies, and all appropriate stakeholders providing activities related to the Hospital Preparedness Program (HPP) grant, especially with the Colorado Department of Public Health and Environment's Office of Emergency Preparedness and Response (CDPHE-OEPR) Healthcare Coalition program. The CA will provide clinical expertise as it relates to the NWRHCC and support the Readiness and Response Coordinator (RRC) and the Assistant Readiness and Response Coordinator (ARRC) in the coordination and submission of grant deliverables. This position reports directly to the NWRHCC's Steering Committee Chair.

This is a contract position for the dates of July 1, 2025 – June 30, 2026, at 0.2FTE (8 hours/week) at \$75.00/hour.

Our Mission:

The NWRHCC's 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 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: Facilitate the planning, training, exercising, operational readiness, evaluation and ongoing development of the NWRHCC, as well as leading, participating in, or supporting the response activities of the coalition according to NWRHCC plans.

- a. Engage and maintain relationships with hospital and healthcare providers such as long-term care, homecare, dialysis centers and other partner agencies.
- b. Work closely with local and state public health entities, local and state emergency management, and other key emergency response agencies.
- c. Serve as oversight and participant for all medical educational endeavors sponsored by the Coalition.

- d. Attend and participate in meetings, trainings, or other information gathering forums to acquire and maintain the necessary knowledge base to effectively guide the clinical aspects of the cooperative agreement.
- e. Support the NWRHCC Readiness and Response Coordinator(s) to ensure all deliverables are completed and submitted according to the CDPHE Statement of Work. Provide medical and regulatory consultation to the Steering Committee and Coalition members during major and/or medically complex incidents and large special events within the region.
 - 1. See attachment A – Scope of Work
- f. Provide guidance on day-to-day emergency management implementation.
- g. Collaborate with the NWRHCC Steering Committee and other regional partners (including other Regional Healthcare Coalitions) on matters relating to emergency preparedness.
- h. Assume additional duties, as appropriate, to facilitate the function of the NWRHCC.

Priority 2: Oversee and coordinate regional planning efforts with NWRHCC Leadership Team.

- a. Provide clinical direction and counsel on the development and implementation of all coalition planning documents in consultation with the Steering Committee and other community partners. Provide input to the NWRHCC Readiness and Response Coordinator(s) and NWRHCC Chair for strategic planning and its implementation.
- b. Serve as the chief medical spokesperson for the healthcare coalition and in collaboration with the Chair, as needed.
- c. Other duties as assigned.

Priority 3: Advise and assist with the Northwest Region's ability to plan for and respond to an H5N1 outbreak as it pertains to the BP2 2025 – 2026 grant year.

- a. Carry out H5N1 supplemental funding activities to support local preparedness and response to potential H5N1 outbreaks as outlined in the pending SOW.
- b. Assist the NWRHCC leadership in support of H5N1 highly pathogenic Planning, Organizing, Equipping, Training (POETE).
- c. Develop plans regarding equipment for response and treatment of patients exposed to the H5N1.

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 OEP at CDPHE for data analysis and assessment support to identify needs.

CORE COMPETENCIES:

- 1. The contractor should possess a detailed knowledge of emergency preparedness and healthcare coalitions.
- 2. Ability to effectively express ideas orally and in writing.
- 3. Ability to exercise initiative and independent judgment.

4. Ability to adapt to unforeseen circumstances especially during an emergency, disaster, or disease outbreak. Works well under pressure and demonstrates sound judgment.
5. Highly proficient with Microsoft Office (Zoom, Microsoft Teams, Word, PowerPoint, Excel, Access, Publisher, Outlook), and general computer skills.
6. Ability to travel to relevant meetings, trainings, exercises, workshops, and conferences, locally and within the Region and State.
7. Demonstrates ethical behavior, treating members and partners with dignity and respect, and the ability to exercise tact, courtesy, and discretion.
8. An ability to organize, prioritize and meet deadlines.
9. An ability to be flexible and adapt easily to changing demands and priorities.
10. Demonstrates problem solving and critical thinking skills; formulates and recommends solutions.
11. Consults with members and partners, as appropriate, to collaborate in the Coalition's activities.

WORKING RELATIONSHIPS:

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

Degree of Supervision Provided: The Coalition's chairperson provides routine guidance; however, the CA must be self-directed, able to work independently, and coordinate the workload with the NWRHCC leadership.

EDUCATION REQUIREMENTS/WORK EXPERIENCE/SKILLS/KNOWLEDGE:

The following qualifications are required under the ASPR Hospital Preparedness Program (HPP) Funding Opportunity Announcement for the capability focused on Health Care and Medical Readiness. Specifically, these align with the objective to establish and operationalize a Health Care Coalition (HCC), and the related activity to establish HCC governance.

1. Individual(s) should be a physician, advanced practice provider, or registered nurse
2. Individual(s) should be from a lead or co-lead hospital or health care organization
3. General knowledge of Healthcare Coalitions.
4. Familiarity with the Northwest Region preferred.

PREFERRED EDUCATION AND EXPERIENCE:

1. Previous experience in a coalition or consultant role.
2. Previous work with adult learners, including training development and facilitation.
3. Experience participating in and/or designing, facilitating, and evaluating emergency management exercises.
4. Previous experience with emergency operations plans.
5. Certifications in Infection Prevention, Emergency Management, Exercise Practitioner or related fields.
6. Experience with project management and coordination of grant funded projects.

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. Individual(s) must be clinically active (i.e., works shifts/sees patients).
3. 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. Work is primarily conducted indoors and traveling via automobile with occasional time spent in an outside environment.
2. Routine exposures and hazards include those of a typical home/office environment as well as risks involved during transit.
3. Occasionally required to work after normal work hours to attend events or meet deadlines.
4. 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.
5. Requires visual and physical capabilities to work on computers and associated equipment for prolonged periods of time.

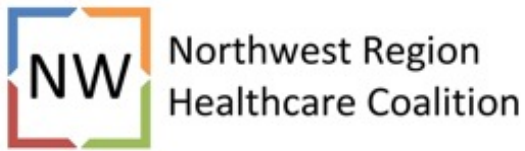
SUBMISSION REQUIREMENTS

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. Also 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 of 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 \$75.00 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: _____

Attachment A: [Scope of Work](#)