

 Western Wisconsin Healthcare Emergency Readiness Coalition

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| Name of the Position: Health Care Coalition Regional Response Coordinator |
| Location of the Activities: WWHERC Region 4 |

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| **Scope of Work Statement** |

The Regional Response Coordinator (RCC) will be responsible for the responding to and supporting the partners of the Western Healthcare Emergency Readiness Coalition (HERC) during events that are considered to be an event needing coordinating support to limit the suffering and the preservation of life, limb and eyesight. The RCC will coordinate with the coalitions Executive Board for any activations of the RCC and will follow all guidance provide by the Executive Board. Activation will be for large scale events, or as the Executive Board deems appropriate, and the RCC will be responsible for developing all products during the course of the event and oversee the development of the final After-Action Report (AAR) upon deactivation of the RCC. The RCC maybe asked to man the Western Region Operations Center (WROC) at either its’ primary location or its’ alternate location.

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| **Expectations** |

1. **Skills and Abilities Needed**
2. Ability to develop and enhance training materials.
3. Ability to deliver training and gauge effectiveness.
4. Experience with project management methods.
5. Understanding of regional public safety communications.
6. Familiar with pre-hospital and hospital / Emergency Department communications used within the assigned Healthcare Coalition, at the end user level.
7. Working knowledge of WISCOM, equipment, protocols, and talk groups.
8. Ability to travel within the assigned Healthcare Coalition, flexible hours and times.
9. Knowledge of Wisconsin hospitals and healthcare system and EMS organizations in the assigned Healthcare Coalition, plus engagement of the Coalition.
10. Working knowledge of various electronic platforms; eICS, EMResource, WebEoc, Zoom, Microsoft Teams, WITrac
11. Work with the Regional Coordinator and the Executive Board on the Response Coordination for the Western WI HERC regarding the response to an event.
12. Report to the WROC when/if activated.
13. Be available to provide information/support to coalition partners or regional non-typical partners during a response.
14. Provide information as requested by the State (SEOC or DHS) as available during a response.
15. **Compensation & Contract Considerations**
    1. Compensation for this position is $5,000 per fiscal year, if/when activated.
    2. Fiscal year is defined as July 1 to June 30 of each year.
    3. Contracts is renewable each fiscal year based on performance for the next 5 years.
    4. The contract is between the RCC and the Executive Board of the Western Wisconsin Healthcare Emergency Readiness Coalition.
    5. Western WI HERC will be invoiced monthly for the amount of $2,500 per month until deactivation. This amount could be adjusted as the situation dictates, by mutual agreement between the Executive Board and the RCC.
    6. Travel expenses will be reimbursed at the rate set by region 4 Fiscal Agent. All travel needs prior approval from either by the Regional Chair /Vice Chair or by a designated Board Member. Any direct purchases by the RCC for the Western WI HERC will be invoiced and a copy of any receipts provided.
    7. If the duration of the activation is for less than monthly, time is to be invoiced at $700 per week or partial week.
    8. The RCC will provide an invoice (Region 4 Fiscal Agent Expense Form) monthly to the Region 4 fiscal agent with Regional Chair (or designee) approval along with a summary report of activities.
    9. This is not a full-time position.
16. **Submission**
    1. Submit resumes to [loren.klemp@gmail.com](mailto:loren.klemp@gmail.com), faxed resumes will not be accepted.
    2. All resumes must be submitted before 4:00pm, October 21, 2022.
    3. Late submissions will not be accepted.