



Northeast Wisconsin Healthcare Emergency Readiness Coalition, Region 3 Inc

Notice of Job Opportunity

Readiness and Response Coordinator & Business Operations Manager

General Description

The Northeast Wisconsin Healthcare Emergency Readiness Coalition is made up of seven counties Brown, Door, Florence, Kewaunee, Manitowoc, Marinette, Oconto, and two tribes the Oneida Nation and Menominee Indian Tribe of Wisconsin.

NEW HERC's goal is to synchronize public health, tribal health, healthcare organizations, first responder agencies and emergency management in their efforts to enact a uniform and unified response to mass casualty incidents or catastrophic health events; accomplishing this by implementing the medical surge aspect of Emergency Support Function – 8, "Health and Medical Services." Response is accomplished by implementing a tiered response methodology that will include the availability of a Medical Coordination Center.

NEW HERC's Mission is to ensure that the collaboration of healthcare organizations and public / private sector partners coordinate their preparation for, and response to a mass casualty incident or catastrophic health event. The NEW HERC's Vision is to synchronize public health, tribal health, healthcare organizations, first responder agencies and emergency management in their efforts to enact a uniform and unified response to mass casualty incidents or catastrophic health event.

In 2020 the NEW HERC became a 501c3 in 2020 and is a certified Charitable Organization with the State of Wisconsin. Although we just recently became a corporation, we have been in existence for over 20 years serving the needs of the residents of Northeast Wisconsin.

General Information

The NEW HERC is seeking to fill the position of Emergency Response and Business Operations Manager. This is a contracted position with a term of agreement beginning on July 1st, 2024, and expiring on June 30th, 2025, with possible annual contract extensions conditionally based upon specific criteria.

Salary Information

The contracted wage is determined based upon experience, education, and skill.

Posting Date

March 1, 2024

Closing Date

March 31, 2024. Applications received on or after April 1, 2024, will not be accepted.

How to apply

Interested applicants should submit a Cover Letter and Resume to Bill Manis at: Vicepresident@newherc.com.

Job Details

Provide coverage within Region 3, on behalf of the NEW HERC in responding to real life incidents 24/7. Provide coverage and assistance as requested to support other regions within the State as requested. Be the liaison between counties, organizations and OPEHC during and after an incident.

Conduct all business operations on behalf of the NEW HERC. Conduct any work requested by the NEW HERC Board, or for the benefit of the NEW HERC. Be the main point of contact for the NEW HERC, act as the registered agent, complete the business annual report, and ensure all necessary business policies, filings, and reports are completed appropriately. Maintain up to date budgets and create, package, and submit all invoicing on behalf of the NEW HERC and the NEW RTAC. Perform duties as the Fiscal Agent for the NEW HERC and the NEW RTAC.

Deliverables and Expectations

- Regional communication and situational awareness during any incident.
- Documentation during and after incident, including the completion of an improvement plan.
- Act as an information agent between NEW HERC partners and the State EOC/DHS during an incident
- Act as a representative of NEW HERC REGION 3 on assigned teams, meetings, or briefings.
- Provide reports to the NEW HERC REGION 3 Board as appropriate.
- Conduct business operations for NEW HERC to ensure smooth business operations.
- Complete necessary requirements for HPP grant deliverables when the grant is approved.
- Develop the budget, and the direction of the budget in order for the region to complete regional work plan objectives.
- Update and submit the budget throughout the year as required by the Wisconsin Office of Administration.
- Ensure required elements to remain a 501c3 and Charitable Organization are completed and filed correctly and timely with all state entities.
- Solicit funding from sources other than HPP grant opportunities.

- Provide accounting for all NEW HERC accounts, including creating and invoicing the state, issuing checks, and making payments on behalf of the NEW HERC, balancing accounts for the NEW HERC, working with contracted accountants to audit NEW HERC accounts, and ensuring the completion of appropriate tax paperwork.
- Provide accounting for all NEW RTAC accounts, including creating and invoicing the state, issuing checks, and making payments on behalf of the NEW RTAC, balancing accounts for the NEW RTAC, working with contracted accountants to audit NEW RTAC accounts.
- Create policies and procedures for the NEW HERC, and ensure they are updated and signed by new Board Members.
- Ensure ongoing response work for COVID-19 and other events is completed as needed.
- Answer calls and respond to events as needed on a 24/7 basis and ensure coverage when not available.
- Engage in activities that support strong governance, regional stakeholder engagement, and sound financial planning to help to strengthen the HCC foundation and ensure future viability.
- Develop materials that identify and articulate the benefits of HCC activities and promote preparedness efforts to both members and additional stakeholders such as health care executives, clinicians, community leaders, and other key audiences.
- Create and onboard new Board Members to ensure a smooth transition and ongoing business continuity.
- Explore ways to meet members' requirements for tax exemption through community benefit.
- Analyze critical functions to preserve and identify financial opportunities (such as foundations and private funding, dues, and training fees) to support or expand HCC functions in case of decreased federal funding.
- Develop a financing structure and document the funding sources that support HCC activities.
- Determine ways to cost share with other organizations with similar requirements (such as coordinating required risk assessments or exercises with public health agencies and emergency management organizations).
- Incorporate leadership succession planning into the HCC governance and structure.
- Leverage group buying power to promote consistent equipment across a region to facilitate sharing or emergency allocation.