

## **Medically Vulnerable Populations (MVP) Coordinator Position**

The Northern Virginia Emergency Response System (NVERS) is accepting applications from qualified individuals for the position of Medically Vulnerable Populations Coordinator. This position is responsible for providing support to all non-hospital coalition partners. The MVP Coordinator identifies, develops, and implements emergency preparedness programming for partners, including Skilled Nursing Facilities, Assisted Living Facilities, Dialysis Providers, Home Health Agencies, Intermediate Care Facilities for Individuals with Intellectual Disabilities (ICF/IID), and works as a key member of the NVERS Team. The NVERS team supports emergency preparedness projects that build or enhance capability and capacity across the region.

The ideal candidate is highly motivated, works independently, effectively, and thrives in a fast-paced setting. He or she will have the ability to exercise good judgment in a variety of situations, with strong written and verbal communication, administrative, and organizational skills. The candidate must be able to navigate a fast-paced, ever-changing work environment and balance competing priorities, both individually and in a collaborative team setting. He or she will have a positive, “can-do” attitude and understand the unique challenges of a small team, including wearing multiple hats to ensure the job gets done.

**This position will primarily serve non-hospital healthcare organizations in the western portion of the coalition region, with routine travel required around Charlottesville and in the Shenandoah Valley (Frederick County to Rockbridge County).**

### **Roles and Responsibilities**

#### Programmatic

- Develops and maintains relationships with representatives from non-hospital facilities by identifying and meeting with new Skilled Nursing Facility, Assisted Living Facility, ICF/IID, and Dialysis Facility Administrators. The MVP Coordinator provides an overview of the coalition and the Virginia Healthcare Emergency Management Program (VHEMP) to new facility administrators.
- Monitors statewide healthcare status system daily for new user accounts from non-hospital partners and ensures user accounts are promptly approved.
- Works with the Training and Exercise Coordinator to identify and develop training and exercise opportunities for non-hospital partners and serves as a Subject Matter Expert in partner exercises that impact non-hospital healthcare partners.
- Responsible for monitoring and maintaining knowledge of updates to local, state, and federal facility licensing requirements related to emergency preparedness.
- Ensures assigned projects and deliverables are completed on time, within the period of performance, and within budget.
- Provides coordination and program support for NVERS healthcare committees and

working groups to assist with discipline-specific projects and inter-disciplinary initiatives.

- Procures and manages supplies and equipment to include seeking out bids, vetting, and choosing vendors.
- Works with the Operations Director to provide updates on project finances and budgets.

#### Administrative and Committee Support

- Coordinates committee and working group meetings.
- Supports the committee chair with administrative duties and correspondence.
- Provides meeting preparation, documents minutes, and ensures timely follow-up for assigned healthcare meetings.
- Develops presentations and agendas.
- Ensures internal documents, memorandums, project, and committee documents are current and updated.

#### Operational

- Responds to Regional Healthcare Coordination Center (RHCC) Calls from MVP facilities in coordination with the RHCC Manager during regular business hours.
- Serves as part of an on-call rotation to staff the RHCC, when required.
- When required during regional disasters or major emergencies, this position supports the organization's 24/7 emergency response functions through staffing of the Regional Healthcare Coordination Center (RHCC).

#### **Education and Experience**

- 3-5 years of project management experience.
- Master's degree preferred.
- Education and/or work history in public health, public safety, healthcare administration, or emergency management.
- Track record of building strong, collaborative working relationships with stakeholders.
- An understanding of the current emergency preparedness and response initiatives in Virginia.
- A basic understanding or familiarity with healthcare coalitions is preferred.
- Must be a self-starter who thrives in an environment with ever-changing priorities, can multi-task effectively, and is committed to delivering exceptional work.
- Must be equally competent and comfortable working alone and with a team; remotely and in-person.
- Strong computer skills, including mastery of Microsoft Office.



- Must be self-reliant; finding solutions to problems on your own but knowing when to ask for help.

### **About NVERS**

NVERS is a 501(c)(3) organization that supports regional collaboration and capacity building in all facets of emergency preparedness within Northern Virginia. NVERS is the federally designated healthcare coalition for Northern Virginia. Learn more about NVERS at [www.NVERS.org](http://www.NVERS.org).

NVERS provides a flexible, hybrid work environment with a low-ego and fun team.

### **Application Process**

Send your resume, cover letter, and salary requirements to [careers@nvers.org](mailto:careers@nvers.org) and put MVP Coordinator in the subject line. Incomplete applications will not be considered. This is a full-time position with excellent benefits. Applications will be reviewed on a rolling basis.