



## Emergency Medical Task Force Coordinator Region 7

**TITLE:** Emergency Medical Task Force Coordinator

**STARTING SALARY:** Dependent on experience.

**FLSA Status:** Exempt

**TRAVEL:** Day, evening, and overnight travel required.

**HEALTH BENEFITS:** Available, as appropriate to applicant.

### **SUMMARY OF POSITION:**

The EMTF Coordinator is responsible for the planning and implementation of the regional Emergency Medical Task Force projects. The Coordinator will liaison with stakeholders and the State Coordinating Office to support program implementation, executing MOAs, ordering and stocking of equipment and coordination of exercises and training. The EMTF Coordinator serves as the primary contract for city and/or county Offices of Emergency Management, local EMS and First Responder Agencies, Hospitals, partner agencies, Councils of Government and DSHS Regional staff to provide guidance during planning, coordination, implementation and response.

The EMTF Coordinator is part of a larger statewide initiative, and as such is expected to work with other EMTF regions and the Statewide Coordinating Office to ensure participation in consensus discussions and policy development pertaining to the program. Therefore, this position includes travel to statewide coordinator meetings, travel to meet with partner agencies for discussions regarding MOAs, project implementation and training.

### **ORGANIZATIONAL RELATIONSHIPS:**

Reports to: Executive Director

Directs: Not applicable. This is a non-supervisory position.

### **PRINCIPAL DUTIES AND RESPONSIBILITIES:**

Responsible for operational, planning, logistics and fiscal objectives of the program. Contributes to the overall success of the program, and actively participates in strategic



planning at the state level, bringing final consensus documents back to the region for comment. Represents the overall objectives and vision of the region and its partners during the statewide planning sessions.

Serves as the primary point of contact for all information requests from regional partners, state agencies and EMTF regions regarding EMTF-7 initiatives.

Works with Emergency Preparedness staff, local partners and participating/host agencies to execute MOAs between the Lead EMTF-7 RAC and the individual agencies for personnel, equipment and supplies.

Responsible for obtaining proper signatures, updating/revising agreements, overseeing progress and maintaining original documents for all participating agencies. Maintains policy and procedure document, as well as Standard Operating Guideline documents for all elements of the Emergency Medical Task Force. These documents should be compliant with statewide initiatives and guidance developed during statewide EMTF meetings and conferences.

Serves as the primary point of contact for EMTF program for supply equipment ordering and accountability, to include durable, expendable and fixed assets.

Develop educational opportunities and training for personnel assigned to the Emergency Medical Task Force from partner/host agencies.

Plans, coordinates and participates in drills and exercises, to include conduct of the event and after action reports and documentation.

Maintains direct communication and status reports with the Executive Director regarding activities within emergency planning programs.

Adheres to all CATRAC policies and procedures as written.

Performs such other related duties as may be assigned.

**ACCEPTABLE EXPERIENCE AND TRAINING:**

Experience working with emergency planning or first responder preparedness. Must have good computer skills. Experience with contracts and grants management. Ability to interpret and communicate to others relevant state and federal rules, regulations, and guidelines; must demonstrate proficiency in both oral and written communication; and establish and maintain effective working relationships with local, state, and federal agencies, health care officials, policy and advisory committees of the regional council and the general public.

Bachelor's degree in planning, social science or a related field with experience in emergency



planning;

or any equivalent combination of experience and training which provides the required knowledge, skills, and abilities of position.

At least five years of experience in clinical or administrative leadership position

### **TYPICAL PHYSICAL DEMANDS:**

Works in multiple environments of high stress and multi-tasking capacity with the ability to serve for extended periods during incidents and exercises. Must possess physical health including the ability to lift and move heavy and bulky items. Must be able to travel and participate in various conferences, regional exercises and real events, staff designated positions in the Emergency Operations Center/Medical Operations Center as needed during events and exercises, and appropriate meetings related to state and regional emergency management activities. Ability to react calmly and promptly during an emergency or disaster situation. Potential of working outside normal business hours, which includes overnight and on weekends during planned events/exercises and emergencies.

### **CERTIFICATES AND LICENSES REQUIRED:**

Appropriate Texas driver's license.

Must provide course completion for ICS 700, ICS 800, ICS 100, ICS 200, ICS 300, and ICS 400. ICS 300 and ICS 400 must be completed within one year of employment if have not completed prior to start date.

\*Preferred Certification as an EMT-Paramedic, Licensed Paramedic or Registered Nurse

### **CONFIDENTIALITY OF INFORMATION AND CODE OF CONDUCT:**

**Confidentiality of Information:** Employee protects and safeguards the privacy of all confidential information, in compliance with HIPAA and applicable federal and state guidelines, by assuring data integrity, limiting the availability, prohibiting improper disclosure when it is stored, transmitted, received or disposed, and not discussing confidential information with others, including friends and family, who do not have a business "need to know". Confidential information includes the following:

- Patient information-protected health information (PHI)
- Administrative information
- Financial information
- Human resources information and Payroll information



**Code of Conduct:** Employee follows the CATRAC Code of conduct, which are rules to guide us in our work to assure the highest standards of business ethics and compliance as follows:

1. **Legal compliance:** comply with federal/state laws
2. **Business Ethics:** accurately and honestly represent the Organization and not defraud anyone of money, property or service; at a minimum comply with the DSHS fiscal responsibility video.
3. **Confidentiality:** protect confidential information.
4. **Conflict of Interest:** do not use position to profit personally.
5. **Business Relationships:** business transactions are free from offers or solicitation of gifts/favors
6. **Protection of Assets:** preserve assets by using resources prudently and effectively
7. **Patient Rights:** respect and support patient rights to privacy and treatment

Non-essential functions:

- Serve as a role model and resource person through individual accountability
- Serve on key community committees to promote communication with the EMS/Trauma System and to participate in problem solving. Recognize issues that have administrative implications and collaborate to problem solve.
- Performs other duties as assigned

**Service Excellence Criteria:**

- Shows courtesy, compassion and respect.
- Communicates with all customers appropriately.
- Contributes to teamwork and harmonious working relationships.
- Supports and demonstrates continuous improvement of quality and service.
- Shares ideas and suggestions.
- Participates in projects.
- Reports problems/unusual events appropriately.
- Participates in problem solving.
- Demonstrates behavior that promotes professionalism and self-development.
- Participates in educational programs/seminars.
- Promotes cost consciousness.
- Displays professional appearance.
- Promotes professional environment, including emphasis on cleanliness.