



Inventory Coordinator

TITLE: Inventory Coordinator

STARTING SALARY: To be determined. Dependent on experience.

FLSA Status: Exempt

TRAVEL: Day, evening, and overnight travel required.

HEALTH BENEFITS: Available, as appropriate to applicant.

SUMMARY OF POSITION:

Performs complex planning and research work in the area of emergency preparedness and response specifically related to health and medical assets. Assists healthcare facilities, EMS providers and first responders with preparedness activities. Duties include facilitating monitoring visits, organizing and providing technical assistance to RAC members and TSA healthcare coalition members concerning asset tracking and resource management.

ORGANIZATIONAL RELATIONSHIPS:

Reports to: Deputy Director

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

PRINCIPAL DUTIES AND RESPONSIBILITIES:

Attends activities and response plans within the TSA jurisdictions with other response partners, such as city and/or county Office of Emergency Management, local emergency response agencies, hospitals and health care entities, local health departments, DSHS Health Service Region staff, and Councils of Government (COGs). This coordination shall be conducted in accordance with the Texas Homeland Security Strategic Plan, and the tiered response outlined in the Medical Surge Capacity and Capability (MSCC) Management System handbook and federal hospital preparedness program guidelines.

Assists healthcare entities in developing and/or updating emergency response plans in regards to resource management and asset tracking.

Coordinates, facilitates, and participates in monitoring visits with facilities, emergency medical services and other coalition partners that receive preparedness equipment and/or supplies



through the Hospital Preparedness Program.

Provides technical assistance to Office of Assistant Secretary of Preparedness & Response (OASPR) participating healthcare entities regarding grant guidance and compliance.

Supports and assists healthcare and response entities with various training, such as Intermedix products or other emergency response software platforms, when directed.

Maintains a knowledge of emergency preparedness and response to include but not limited to National Incident Management System (NIMS), decontamination and personal protective equipment (PPE) training.

Supports and assists healthcare and response entities with exercises and drills, when directed.

Participates in local, regional, and statewide exercises, as needed, to assess the capacity of the Region to respond to bioterrorism, other outbreaks of infectious disease, and other public health threats and emergencies.

Assists with regional ESF 8 response efforts to include working in Disaster Medical Coordination Center.

Primary responsibility for all CATRAC emergency response and training equipment/supplies inventory to include but not limited to the use of equipment/supplies, storage requirements and preventative maintenance needs.

Develops and maintains plans for deployment and replenishment of regional and state caches.

Maintains direct communication with the Executive Director, Deputy Director, and Emergency Preparedness & Operations Manager regarding activities within monitoring and assets programs.

Adheres to all CATRAC policies and procedures as written;

Performs such other related duties as may be assigned.

ACCEPTABLE EXPERIENCE AND TRAINING:

Minimum five year experience in inventory management and control, as well as 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.

Must be proficient in Microsoft Excel and Access.

Must be able to complete the Incident Command System (ICS) courses of 800, 700, 100, and 200 within one (1) year of employment as well as 300 and 400 within year 2 of employment if training was not completed prior to employment.

TYPICAL PHYSICAL DEMANDS:

Must be able to lift 50 pounds and spend several hours on feet on a regular basis. 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:

Must possess a valid Texas driver's license.

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.