



## **Emergency Healthcare Systems (EHS) Program Manager**

**TITLE:** Emergency Healthcare Systems (EHS) Program Manager

**FLSA Status:** Exempt

**TRAVEL:** Occasional

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

### **SUMMARY OF POSITION:**

The Emergency Healthcare Systems Program Manager (EHS Manager) provides program and project development and improvement for trauma, stroke, cardiac, perinatal, and other regionally emerging systems of care. The EHS Manager serves as the liaison to CATRAC members, stakeholders and healthcare coalition partners, guiding their involvement in, and development of, Regional Plans/Guidelines, Staff Professional Development, Injury/Illness Prevention and Public Education, Systems Performance Improvement, and individual DSHS Hospital Designation support activities associated with all of CATRAC's clinical service lines.

### **ORGANIZATIONAL RELATIONSHIPS:**

**Reports to:** Executive Director

**Directs:** EHS Program Administrator

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

Maintain primary knowledge and develop subject matter expertise regarding related Texas Administrative Code (TAC), Texas Department of State Health Services (DSHS) rules and contractual requirements.

Maintain primary knowledge and develop subject matter expertise regarding CATRAC organization, governance, and employee expectations.

Lead planning, coordination, execution, and evaluation of pre-hospital and hospital system(s) development and performance improvement efforts.

Oversee and manage staff work in support of projects and deliverables attributable to CATRAC's compliance requirements found in DSHS EMS and Trauma System criteria, programs and contracts.

Develop and maintain support relationships with assigned and ancillary CATRAC committees to include DSHS programmatic guidance and contractual deliverables, as well as provide assistance with meeting management and administration.



Work with committees, hospitals and EMS providers in TSA-O in support of regional data collection and reporting efforts.

Actively participate with state, regional, community and federal organizations that support EHS initiatives and program/project development.

Provide EHS subject matter input for integration with CATRAC and EMTF-7 emergency preparedness efforts such as planning, training, drills, and exercises

Provide EHS subject matter input for planning and implementation of IT efforts including crisis communications and web applications.

Assists with program and project budget development, implementation and monitoring.

Maintain professional currency and knowledge of EHS service lines and emergency preparedness issues.

Communicate and present both orally and in writing with CATRAC members, stakeholders and healthcare coalition partners.

Provide direct support of disaster response efforts by CATRAC Staff. (Including extended hours, overnight, holidays and weekends during emergencies and disasters)

Assists with preparation of RFP's and annual contract renewal processes.

Other general office duties or duties as assigned.

**REQUIRED KNOWLEDGE/SKILLS/ABILITIES:**

Expertise in grant management/compliance and government contracts.

Expertise in statewide and regional emergency healthcare system development and needs including designation processes for Trauma, Stroke, Cardiac, Perinatal and other emerging systems of care.

Familiarity of National Incident Management System (NIMS) and the Incident Command Structure (ICS).

Superior skill and proficiency with Microsoft Office and web based applications.

Shows initiative and ability to work independently, with minimal supervision.

Communicate clearly with superior organizational skills including program/project management and attention to detail.

Superior skills and abilities in effective public speaking.



### **ACCEPTABLE EXPERIENCE AND TRAINING:**

Bachelor's degree from an accredited college or university with appropriately related courses or experience desired. Master's degree preferred. Experience may be considered in lieu of education.

EMS Administration or Health Services Administration credential, Clinical Certification and/or License (RN, LVN, LP, EMT-P or other allied health) with quality assurance and management experience preferred.

Understanding of patient care processes through the emergency healthcare system continuum of care (from EMS through rehabilitation).

Experience in grant writing and applications, and contract management desired.

Must possess a current valid Texas driver's license or be able to obtain one within 30 days of hire.

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

### **TYPICAL PHYSICAL DEMANDS**

Must possess physical health including the ability to lift and move items related to the position. Must be able to travel and participate in appropriate state agency meetings, conferences, regional exercises and real events. Function in designated positions in the Emergency Operations Center and/or Medical Operations Center as needed during events and exercises. Ability to react calmly and promptly during an emergency or disaster situation. Potential of working outside normal business hours.

### **CERTIFICATE AND LICENSE REQUIREMENTS:**

Must possess a valid Texas driver's license.