



***The Far West Texas & Southern New Mexico Regional Advisory Council on
Trauma and Emergency Healthcare***

JOB TITLE: Program Specialist TSA K

STATUS: Fulltime regular

GENERAL STATEMENT OF DUTIES:

The RAC Program Specialist performs complex planning and research in the area of emergency preparedness. This individual, with the oversight of the RAC Executive Director, assists healthcare facilities, EMS providers and first responders with preparedness activities. Duties include organizing and providing technical assistance to RAC members concerning emergency plans and documentation concerning emergency preparedness.

QUALIFICATIONS:

Education: Baccalaureate degree in related field preferred. Extensive experience and knowledge in current strategies and concepts regarding emergency preparedness will be considered.

Experience: At least one year of experience in emergency preparedness.

KNOWLEDGE/SKILLS/ABILITIES:

Knowledge: Experience working with emergency planning or first responder preparedness.

Skills: Should possess strong communications, organization and presentation skills. Must have proficient computer skills; with emphasis on spreadsheet, database capabilities, presentation, and communication software.

Ability: Must possess strong oral and written communication skills. Must be able to interpret and communicate to others relevant state and federal rules, regulations, and guidelines. Must establish and maintain relationships with local, state, and federal agencies, health care officials, policy and advisory committees of the RAC and general public.

DUTIES AND RESPONSIBILITIES:

Essential Functions:

- Participate in planning, coordinating, and evaluating the components of the regional preparedness plan.
- Assist in the coordination and collaboration with city, regional and state leaders for emergency management system development.
- Coordinates/facilitates activities and response plans within the TSA jurisdiction with other response partners.
- Assists healthcare entities in developing and/or updating emergency response plans to include but not limited to decontamination plans and surge capacity plans.
- Participates in the monitoring of healthcare entities to ensure proper inventory measures are taken by HPP participating entities.
- Organizes and facilitates trainings related to emergency preparedness 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 infections disease, and other health threats and emergencies.
- Prepares regional after-action reports and improvement plans, documenting and correcting any identified gaps or weaknesses in preparedness plans identified during exercises.
- Maintains Trauma Service Area K response and training equipment inventory.
- Maintains direct communication with the Executive Director regarding activities within emergency planning programs.
- Provides technical assistance to entities in regards to data collection and submission.

Non-essential functions:

- Present a positive image of the organization by a neat and professional appearance.
- Make RAC members and the public feel respected and welcome.
- Maintain patient, hospital and EMS agency confidentiality.
- Contribute to and participate in team and individual efforts to improve the quality of services.

- Show initiative and judgment in controlling the utilization of resources and fiscal responsibility.
- Attend all mandatory in-services.
- Comply with policies on safety, hazardous materials, universal precautions, and infection control.
- Must maintain regular, consistent attendance.
- Adhere to acceptable standards of business ethics and integrity, and comply with all federal, state and local laws, rules, and regulations in all aspects of business and at all times.
- Must strictly adhere to compliance policies and legal requirements as a condition of employment.
- Attend all necessary meetings and in-services.

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
 Payroll information

Code of Conduct:

Employee follows the RAC 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 & honestly represent the Organization and not defraud anyone of money, property or service; at a minimum comply with the “TDH Guide to Key Financial Responsibilities”.
- 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 & treatment

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 or unusual events appropriately.
- Participates in problem solving.
- Demonstrates behavior that promotes professionalism and self-development.
- Participates in educational programs and seminars.
- Promotes cost consciousness.
- Displays professional appearance.
- Promotes professional environment, including emphasis on cleanliness and safety.

TYPICAL PHYSICAL DEMANDS:

Works in indoor and outdoor environments in all types of conditions, temperatures, and weather. Must possess physical and mental health to meet the demands of the position. Must be able to travel and participate in the regional RAC meetings and appropriate meetings related to state and regional trauma system or emergency management activities.

JOB RELATIONS:

Accountable to: RAC Executive Director
Supervised by: RAC Executive Director
Supervisors: none

UPGRADINGS AND TRANSFERS:

No formal line of promotion.

I hereby acknowledge receipt of and agree to abide by the above job description, which covers the position that I work here at BorderRAC, so long as I am employed by the Organization.

Signature of Employee

Date

Signature of Witness

Date