



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

JOB TITLE: Emergency Medical Task Force Coordinator

STATUS: Exempt

GENERAL STATEMENT OF DUTIES:

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.

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

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:

- 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-9 initiatives.
- Works with Emergency Preparedness staff, local partners and participating/host agencies to execute MOAs between the Lead EMTF-9 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 BorderRAC policies and procedures as written.

Performs such other related duties as may be assigned.

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