



Job Title: Emergency Medical Task Force Coordinator (EMTF-8)

Division: Emergency Preparedness and Response

Reports To: Division Director, Emergency Preparedness and Response

Salary Range: \$60,000 – \$80,000

Prepared By: Chief of Staff

Last Modified: 2017-02-08

Job Summary

The EMTF 8 region is comprised of partners from Southwest Texas Regional Advisory Council (Trauma Service Area P) and the Golden Crescent Regional Advisory Council (Trauma Service Area S). Serving as the Lead RAC for administrative, operational and programmatic management for EMTF 8, the Southwest Texas Regional Advisory Council (STRAC) facilitates the regional implementation of the EMTF concept, functionality, and standardization of EMTF initiatives. The Coordinator will liaison with stakeholders and the Statewide Project Manager to support program implementation, drafting and executing MOU/MOAs, ordering and stocking of equipment and coordination of exercises and training. The EMTF Coordinator serves to assist 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 when involving EMTF assets.

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

Job Qualifications

- **Education:** Graduate of an accredited school with a baccalaureate degree in Nursing, Emergency Health Science or related field.

Certification as an EMTF-Paramedic, Licensed Paramedic, Registered Nurse or commensurate military training.

Completion of ICS-100, ICS-200, ICS-700, ICS-800, ICS-300 and ICS-400.

Credentialed Incident Management Team or Certified Emergency Manager (preferred)

- **Experience:** Three to five years of progressive field experience or clinical experience in a busy healthcare system. Should include leadership positions within an Incident Management System.

Supervisory or administrative experience leading a team or program is recommended. Experience in interpreting and meeting grant requirements, strategic planning, contract management, and resource management.

Experience with disaster response management and a comprehensive understanding of the Texas Disaster Medical System highly desired. Field deployment event related experience preferred.

Applicant must be able to successfully pass a criminal background check and employment drug screening.

Competencies

- Problem Solving - Identifies and resolves problems time efficiently; Gathers and analyzes information; Develops solutions; Uses reason.
- Oral Communication - Speaks clearly and accurately; Listens and gets clarification when necessary; Responds informatively to questions.
- Written Communication - Writes clearly and concisely; Edits work; Varies writing style to meet specific needs; Presents data effectively; Able to read and interpret written information.
- Planning/Organizing - Prioritizes and plans work activities; Uses time efficiently and effectively; Plans for additional resources; Sets goals and objectives.
- Professionalism - Approaches others in a polite and tactful manner; Maintains composure and reacts well under pressure; Treats others with respect and consideration; Accepts responsibility for own actions; Follows through on commitments; Maintains professional relationships with member agencies.
- Quality - Demonstrates accuracy and thoroughness; Applies feedback to improve performance; Monitors own work to ensure quality.
- Adaptability - Adapts to changes in the work environment; Manages competing demands; Changes approach or method to best fit the situation; Able to deal with occasional change, delays, or unexpected events.
- Flexibility – Must be able to perform under tight deadlines with respect to formal project planning and management techniques. Must be capable of prioritizing several critical projects and communicating plans to supervisor and executive staff.

Physical Demands

The Employee works in both indoor and outdoor in all types of conditions, temperature and weather including deployments to austere environments. The Employee must possess physical and mental health to meet the demands of the position. The Employee must be able to travel and participate in meetings related to the Emergency Medical Task Force, EMS & Hospital Disaster Group Committee, Regional Medical Operations Center, and others as assigned.