



Job Title: EMTF State Training Coordinator
Division: Emergency Preparedness and Response
Department: Texas Emergency Medical Task Force
Reports To: State Program Manager, Texas EMTF
Salary Range: Part Time, Hourly (\$20.00 - \$30.00hr)
Prepared By: Chief of Staff
Last Modified: 2018-01-09

Job Summary

The State Training Coordinator provides logistical and administrative support, as well as project coordination for the Texas Emergency Medical Task Force's (TX EMTF) statewide education, training, and exercise initiative. This position is responsible for the timely development, facilitation, and execution of a statewide education series, focused on ensuring Statewide uniformity of concept, mission, and training across the various components of the program. The State Training Coordinator works closely with direct supervisors to ensure adherence to grant guidelines for deliverables, according to the scope of work associated with the Statewide Education and Exercise project.

The State Training Coordinator is responsible for the planning, coordination, and implementation of EMTF State Education Program offerings, that may include, but are not limited to, EMTF Ambulance Staging Management Team, Medical Incident Support Team, and Ambulance Strike Team Leader initial and recurrent courses. These offerings will be based on the training needs identified by the EMTF State Coordinating Office through coordination with program partners and RAC leadership.

The State Training Coordinator works closely with Regional and State EMTF Coordinators, as well as the EMTF State Program Manager, to ensure the development and delivery of appropriate, high quality training, to responders within the program. As part of this effort, he/she will engage with both state and regional subject matter experts from various disciplines, to incorporate real-world lessons learned and best practices into future curriculum updates and course offerings. Additionally, he/she will be responsible for assisting the EMTF State Program Manager in maintaining a matrix of trained and qualified personnel with the capability to respond to incidents across the State of Texas.

The Coordinator may be required to attend executive level state meetings, such as the Texas Disaster Medical System (TDMS), the Governor's EMS and Trauma Advisory Committee (GETAC), as well as State EMTF Program Leadership meetings, to provide briefings on the status of program development, implementation, and offerings.

This position is grant funded and subject to continued funding. STRAC has the intention to continue the program, but this position may be eliminated in the absence of funding.

Job Qualifications (Preferred)

- **Education:** Graduate of an accredited school with a baccalaureate degree in Nursing, Emergency Health Science, Emergency Management, or related field. (qualified and relevant work experience will be considered)

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

Training, certification or licensure as an educator within their respective discipline, with demonstrated familiarity in adult learning theory, methodologies, and curriculum design.

Previous completion of TXEMTF Medical Incident Support Team, Ambulance Staging Manager, and/or TEEEX Strike Team Leader Training

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

- Experience: Three years of progressive field or clinical experience in a dynamic healthcare, emergency management, or public safety system.

One to two years directly related experience with adult education.

Experience with Large Project Management and leading a team or program is 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 environments in all types of conditions, temperature and weather. The Employee must possess physical and mental health to meet the demands of the position. The Employee must be able to serve for extended periods of time under high stress and/or in austere environments.