



**Job Title:** Assistant Division Director  
**Department:** Acute Care  
**Reports To:** Division Director, Acute Care  
**FLSA Status:** Non-exempt / Full time  
**Salary Range:** \$75,000 - \$90,000 annually  
**Prepared By:** Chief of Staff  
**Approved By:** Executive Director  
**Last Modified:** 2023-08-20

## **Job Summary**

The Assistant Division Director (ACADD) will assist the Acute Care Division Director in programmatic oversight of all programs within the Acute Care Division. The ACADD will assist in carrying out all strategies guided by STRAC Acute Care Committees and the Board of Directors. The ADD will work closely with both the Information Technology (IT) and Data Analytics Divisions to maintain Acute Care Division projects including, but not limited to, committee specific metrics, the STRAC Regional Trauma Registry and the Texas RAC Data Collaborative (Texas RDC). This position will lead/oversee working groups/subcommittees as required by Acute Care committees.

The Assistant Division Director routinely attends state-level meetings, such as the Governor's EMS and Trauma Advisory Committee (GETAC) and other Department of State Health Services (DSHS) committees dealing with trauma or acute health care data collection and reporting.

## **Job Qualifications**

**Education:** Bachelor's Degree in relevant field of study.

**Experience:** At least five years of related work experience or the equivalent combination of education and experience.

*Credentialing and Other Requirements will be assessed upon hire.*

## **General Accountabilities**

- Works closely with member organizations and their representatives to develop and implement initiatives that improve care to patients across the region, serving as a model for the State and the Nation.
- Facilitates meetings with stakeholders for development, maintenance, training and reporting.
- Provides timely and appropriate updates to Acute Care Division Director about the progress or barriers to clinical programs.
- Collaborates with the IT and Data Analytics Divisions to ensure efficient and effective data collection from members and partner agencies to support clinical programs.

- Works closely with administrative staff to ensure meeting agendas, minutes and required resource documents are maintained and readily available to members and staff.
- Processes budgetary and program documentation necessary for the implementation of various programs and maintains such records as necessary.
- Serves as a subject matter expert in matters related to privacy, HIPAA, federal and state policy and emerging innovations in the field, to include changes to NEMESIS.
- Serves as primary point of contact for vendors and technology partners to ensure optimal performance of hardware and software systems related to registry products.
- Provides project management for development, on-going management and longevity of registry projects, service lines and other assigned projects.
- Able to travel out of town for meetings and conferences to further the goals of the organization, including same-day, overnight or multiple day events.
- Performs other related duties as assigned or requested.

### **Competencies**

- **Problem Solving** - Identifies and resolves problems time efficiently; Gathers and analyzes information; Develops solutions; Uses reason. Able to function efficiently under pressure.
- **Oral Communication** - Speaks clearly and persuasively; 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; 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.
- **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.

### **Code of Conduct:**

Employee follows the STRAC 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.
- 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

**Please take note, this position is grant-funded and subject to continued funding in the future.**

Employee signature: \_\_\_\_\_

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