



Emergency Preparedness and Response Division  
Southwest Texas Regional Advisory Council

---

**Job Title:** Division Director

**Division:** Emergency Preparedness and Response

**Position Type:** Full – Time / Exempt Position

**Duty Location:** 7500 U.S. Highway 90 West, San Antonio, TX

**Job Summary:** The Southwest Texas Regional Advisory Council for Trauma (STRAC) serves the seventy-one EMS agencies and thirty-five hospitals in the twenty-two-county region of Trauma Service Area P (TSA-P). The STRAC has a legislative mandate to develop and implement a regional EMS/Hospital Disaster Plan, which includes organizing and consolidating emergency preparedness planning for the region’s responders, assisting with training, plans development, and coordinating resources for more efficient disaster operations. STRAC EMS agencies and hospitals are the local and regional medical resources that respond to disasters, manmade or natural, and must be prepared for any eventuality to protect both the lives of the citizens and the personnel that provide that care. The Southwest Texas Regional Advisory Council works closely with the Texas Department of State Health Services, the Texas Division of Emergency Management, the City of San Antonio, local jurisdictions, local health departments, and similar agencies throughout the State to improve health care systems throughout Texas. Additionally, STRAC receives and manages State and Federal Grant Funds to develop, plan and implement regional and State programs.

The Emergency Preparedness and Response Division Director is a professional clinician possessing in-depth knowledge and experience in overseeing disaster and emergency management planning, mitigation, response, and recovery needs of the emergency healthcare system within Trauma Service Area P. The Director works closely with hospital and pre-hospital emergency management personnel and local, county, regional, and state emergency management officials to coordinate planning and response resources to ensure optimal readiness of regional healthcare entities. The Director is responsible for building partnerships to collaborate with and support the health and medical needs of other emergency support functions during a disaster. The Director supervises the Hospital Preparedness Program contract, awarded by the Assistant Secretary for Preparedness and Response (ASPR) which is part of the federal Department of Health and Human Services, through the Department of State Health Services. Duties also include serving as the primary point of contact for hospital emergency preparedness programs pertaining to the implementation of programs to improve hospital readiness for bioterrorism and all-hazards threats. The Director participates in State-level planning meetings to coordinate activities with other Regional Advisory Councils (RACs) and the

Department of State Health Services, and update contract managers on grant spending and implementation status.

The Emergency Preparedness and Response Division Director is also responsible for planning, preparedness, and deployment of response resources organic to or organized by STRAC during a disaster. The regional Emergency Medical Task Force, Regional Public Health, and Mass-Casualty Trailer Programs, as well as support programs, including power, communications and IMT support developed using Emergency Preparedness funds is overseen by the EP&R Division Director. They will be responsible for the overall readiness of equipment, maintenance of Memorandums of Agreement/Understanding and personnel readiness to ensure a rapid and efficient response to a disaster, locally, regionally, or statewide. The Director supervises personnel tasked with these duties and is responsible to the Chief of Operations and ultimately Executive Director for maintenance of these programs, as well as other initiatives that involve Hospital Preparedness, Regional Readiness and Emergency Response.

Additionally, the EP&R Division Director works with local health departments, local public health authorities, Regional Health Service Staff (DSHS Region 8) as well as DSHS Central Office to coordinate acute health care preparedness and response to public health crises. The Director supervises the management of the Public Health Emergency Preparedness and County Readiness Initiative contract from DSHS Region 8, as well as additional contracts pertaining to Public Health activities awarded by DSHS, San Antonio Metropolitan Health Department or the Centers for Disease Control and Prevention.

The Director also works with the Alamo Area Council of Governments (AACOG) to apply for and manage grant projects, submit quarterly reports, and manage funding in accordance with Department of Homeland Security Grants Requirements.

The EP&R Division Director serves as a subject matter expert for health and medical issues during a disaster, especially as they pertain to hospitals and acute health care systems. As such, the Director routinely serves as a member of the Alamo Incident Management Team and in a Command role in the Regional Medical Operations Center – San Antonio. The Director also oversees and manages personnel assigned to the STRAC Emergency Operations / Rescue Team, maintaining situational awareness of training, response and deployment activities, and maintaining a good working relationship with local Fire and EMS Departments as well as Texas Task Force One (TX-TF1).

**Qualifications:**

General Qualifications (required):

- Bachelor of Arts (BA), Bachelor of Science or equivalent work experience
- Certification as an EMT-Paramedic, Licensed Paramedic Emergency Medical Technician, or Registered Nurse preferred
- At least three years of experience in managerial or administrative position
- Detailed knowledge of NIMS, Hospital Incident Command Systems and NRP
- Knowledge of TDEM structure, CI/KR Program and HSEEP concepts
- Familiarity with Federal ASPR, CDC and Homeland Security Grant Programs
- Completion of ICS 100, ICS 200, ICS 300, ICS 400, ICS 700 and ICS 800

Advanced Qualifications (preferred):

- Master of Arts (MA), Masters of Science in appropriate field
- Credentialed Member of Incident Management Team with Deployment Experience
- Rescue and HAZMAT Certification at the Operations Level
- Two Year Experience Large Project and/or Fiscal Management Experience
- Relatable experience in building teams, determining strategic direction, and leading people in achieving strategic goals and objectives

**Knowledge, Skills and Abilities**

Knowledge:

- Considerable knowledge of emergency management, homeland security and bioterrorism preparedness objectives, requirements and programs.
- Working knowledge of the principles and practices, planning complex and integrated activities with hospitals, local, State and regional jurisdictions requiring critical responses in short time frames.
- Knowledge of effective management principles and practices.
- Knowledge of effective fiscal management principles, according to State and Federal Grant Management regulations.

Skills:

- Oral and Written Communications
- Technology applications, to include web-based incident management solutions, mass notification systems, credentialing and responder authentication, as well as flexibility to comprehend and incorporate new technologies into initiatives and tactics to improve preparedness and response of health and medical resources.

Abilities:

- Serve as a subject matter expert in and for all hazards disaster response planning, and exercise matters to local, regional, State and Federal agencies
- Establish and maintain contacts with counterparts at regional, State and Federal agencies in order to ensure overall coordination
- Create, write, edit and contribute to the preparation of documents for publication.
- Develop and design course, and coordinate training and curriculum development based on programs and initiatives at the Regional and State level
- Address large audiences on subjects related to emergency management
- Apply sound judgment and decision making under a variety of conditions
- Exercise effective leadership, management and team building skills
- Facilitate and serves as principal point of contact for significant regional projects
- Coordinate to maximize participation of EMS / Hospital reps and regional partners
- Assist with the fiscal management of assigned funding contract

**Job Relations:**

Accountable to: Chief of Operations

Supervised by: Chief of Operations

Personnel Supervised: Five to Eight Full-time Personnel / Response Teams

Promotion Potential: No formal line of promotion

## **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: Patient information-protected health information (PHI), Administrative information, financial information, human resources information and payroll information.

## **Code of Conduct**

The 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:

- Legal Compliance: comply with federal and State laws
- Business Ethics: accurately and honestly represent the Organization and not defraud anyone of money, property or service; at a minimum comply with the DSHS fiscal responsibility video
- Confidentiality: Protect confidential information
- Conflict of Interest: Do not use position to profit personally
- Business Relationships: Business transactions are free from offers or solicitation of gifts or favors
- Protection of Assets: Preserve assets by using resources prudently and effectively
- Patient Rights: Respect and support patient rights to privacy and treatment

## **Service Excellence Criteria**

- Present a positive image of the organization by a neat and professional appearance.
- Make STRAC members, regional partners and the general public feel respected and welcome.
- Maintain patient, hospital and emergency medical services 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 necessary or mandatory in-services, training and meetings.
- 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 at all times.
- Must discuss with all supervised personnel the compliance policies and legal requirements pertaining to the organizations.
- Must discuss with all supervised personnel that strict adherence to compliance policies and legal requirements are a condition of employment.
- Must disclose to all supervised personnel that disciplinary action up to and including termination may be taken should compliance policies and legal requirement be violated.
- Must demonstrate flexibility to assist with response and resource needs of STRAC members and regional partners in response to a significant local, regional or State incident.

## **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 travel and participate in EMS & Hospital Disaster Group, the Regional Medical Operations Center and appropriate meetings related to State and Regional emergency management activities.