



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

**JOB TITLE:** Emergency Medical Task Force (EMTF) Coordinator

**STATUS:** Fulltime regular

**SALARY RANGE:** \$ 45,000 - \$55,000

**GENERAL STATEMENT OF DUTIES:**

The EMTF Coordinator provides support and management for all aspects of the Emergency Medical Task Force program. The EMTF Coordinator serves as the primary contact for city and/or county Offices of Emergency Management, local emergency response agencies, hospitals and health care entities, local health departments, DSHS Health Service Region staff, and Councils of Government (COG) and /or any other partnering agencies to provide guidance during planning, coordination, implementation, and response. Furthermore, the local EMTF Coordinator shall represent and work at the request of multiple RACs that represent their respective EMTF region. This coordination shall be conducted in accordance with the Texas Department of State Health Services EMTF Strategic Plan.

The regional EMTF Coordinator position is a full time paid role that is a part of the larger statewide EMTF Pilot Project. Funding for this position's salary will be administered via the lead RAC for each EMTF region and will be dependent upon the grant funding availability and EMTF Program initiatives.

Formally responsible for making recommendations regarding policies and processes associated with the management and implementation of initiatives for the Emergency Medical Task Force Program. The EMTF Coordinator shall be granted decision making authority after collaboratively working within the local EMTF region and with the approval of local EMTF stakeholders, before documents or other decisions will be forwarded to the state EMTF level for consideration and endorsement.

**QUALIFICATIONS:**

**Education:** Candidate should hold advanced licensure or certification in medical discipline (such as RN, EMT-P/LP, advanced mid-level practitioner, or MD/DO; LVN may be considered with appropriate experience) and have at least five years' experience in an acute care medical setting or comparable medical management background.

Must possess DHS/FEMA IS-100, IS-200, IS-700, & IS-800 course certifications and (or within the first 6 months of employment in this position, achieve) ICS 300,400 certification.

**Experience:** At least one year of experience in emergency preparedness. Ideally, the EMTF Coordinator will be familiar with GDEM, TDMS, and/or DSHS Emergency Preparedness, and have deployment experience. Bachelor's degree in planning, emergency preparedness, social science or a related field with field experience in emergency planning highly preferred. Experience with contracts and grants also preferred.

### **KNOWLEDGE/SKILLS/ABILITIES:**

**Knowledge:** Standard medical practices in varying environments; knowledge of State and regional disaster management technologies, and knowledge of EMS and hospital non-clinical operations.

**Skills:** Must possess strong oral and written communication skills, as well as organizational skills and attention to detail. Must be able to interpret and communicate to others relevant state and federal rules, regulations, and guidelines. Must establish and maintain effective working relationships with local, state, and federal agencies, health care officials, policy and advisory committees of the regional council and the general public. Basic computer skills to include the following are required:

- All Microsoft applications
- EMResource
- EMTrack
- WebEOC
- Other applications per the EMTF region authority.

**Abilities:** Must be able to work with minimal supervision. This coordinator must possess project management capabilities. Must be able to react calmly and promptly during an emergency or disaster situation; must professionally communicate orally and in writing with the membership, vendors, state and local officials and the public; must demonstrate ability to prepare and make public speaking presentations. Must be able to work overtime, overnight, and on weekends during emergencies and disasters, and work under pressure for extended periods of time.

### **DUTIES AND RESPONSIBILITIES:**

#### **Essential Functions:**

- Accomplishes human resource objectives by recruiting, selecting, orienting, training, assigning, scheduling, coaching, and counseling team members; communicating job expectations; planning, monitoring, appraising, and reviewing job contributions; enforcing policies and procedures.

- Achieves operational objectives by contributing information and recommendations to strategic plans and reviews; preparing and completing action plans; implementing productivity, quality, and customer-service standards; resolving problems; identifying trends; determining system improvements; implementing change as directed.
- Maintains current knowledge of emergency preparedness initiatives. Expands knowledge of disaster level operations regarding local, regional, state and federal perspectives.
- Serves as the primary point of contact for EMTF Program's durable, non-durable, and fixed asset projects/initiatives and coordinates on-going maintenance/compliance with regulations.
- Collaborate in developing and implementing educational, operational, and planning related policies/procedures for the Emergency Medical Task Force.
- Participates and coordinates in drills and exercises and supports organizational committees as needed; coordinates and/or drafts the development of After Action Reviews at the request the EMTF region
- Serves as a member of the EMTF Incident Management Team (IMT) in whatever role is required, determined by the Incident Commander, when activated for actual incident or drill events.
- At the direction of the local EMTF region and the EMTF State Coordinator responsibilities may include to draft, distribute, oversee, monitor, update/revise, educate, collect and maintain MOAs and MOUs used throughout the EMTF region.
- Other duties as assigned by local regional EMTF authority.

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:**

Conditions which differ from the normal work office environment include frequent business travel and being available to work in potentially austere conditions during a declared disaster to include possible long hours or extended periods without a day off during a declared disaster with high stress loads. Must possess the physical and mental health to meet the demands of the position.

**JOB RELATIONS:**

Accountable to: BorderRAC Executive Director, BorderRAC Assistant Director  
Supervised by: BorderRAC 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 the BorderRAC, so long as I am employed by the Organization.

\_\_\_\_\_  
Signature of Employee

\_\_\_\_\_  
Date

\_\_\_\_\_  
Signature of Witness

\_\_\_\_\_  
Date