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Member at Large	Brent Kaziny M.D.

SouthEast Texas Regional Advisory Council (Trauma Service Area Q)

Austin, Colorado, Fort Bend, Harris, Matagorda, Montgomery, Walker, Waller and Wharton Counties

Position Description – Regional Director, Emergency Service and Response
Salary range:

Employee:

The Regional Director, Emergency Service and Response reports directly to the Chief Executive Officer and serves as the primary liaison and managing staff member for the Texas Hospital Preparedness Program (HPP) contract as it pertains to TSA-Q, TSA-R, TSA-H, and EMTF. Additionally, the Regional Director, Emergency Service and Response will provide leadership on issues related to emergency preparedness, including but not limited to bioterrorism and other public health emergencies. The Regional Director will serve as a liaison on HPP, EMTF, and EMS projects with local, state, and federal agencies, members, and vendors.

PRIMARY RESPONSIBILITIES:

- Responsible for planning, coordinating, and evaluating the SETRAC emergency management program as it relates to HPP, commensurate with HPP expansion and contraction associated with program guidance and contract renewals.
 - Increase HPP sub-recipient participation throughout TSA-Q, TSA-R, TSA-H
 - Supervision of branch service delivery and staff expansion in Logistics/Transportation Coordination
 - Expansion of aggregate supply costs to recurring inventory reports
 - Development and implementation of inventory disposition function
 - HPP derivative budget execution and expenditure validation
 - HPP-funded vendor performance and quality controls
- Lead program budget development, implementation and monitoring, financial reporting, budget process, policy and procedure development, stakeholder training, and technology and asset evaluations.
- Develop and implement industrial capital equipment procurement and overhaul programs, particularly for the Emergency Medical Task Force (EMTF) program, including project management of engineering design, procurement, and delivery of mobile response resources.
- Manages projects and deliverables attributable to SETRAC compliance requirements related to EMS system development, performance improvement, disaster response, data analysis, and registry support found in state and national criteria, programs, and contracts.
- Maintain current knowledge of medical emergency preparedness requirements via HPP contract references, literature review and/or conferences.
- Represent SETRAC and actively participate in, and collaborate with, state, regional, community and federal organizations that support emergency management program development, emergency preparedness and response related task forces and committees.
- Creates and test operating and strategic plans, drills, and exercises that support response strategic direction and initiatives.
- Maintain records of emergency events and activities, creditable as exercises.
- Institute performance measures and performance improvement processes that result in increased regional medical emergency/disaster response capability.
- Create and document emergency preparedness efforts conducted throughout the year, including but not limited to, staff leadership of Regional Healthcare Preparedness Coalition committee and Emergency Medical Task Force Program.
- Develop staff activation processes and support criteria associated with potential regional in-place and/or forward deployed response mobilization. Develop, implement, and maintain protocols for activation and operation of a catastrophic medical operations center.
- Provide administrative, programmatic, and operational leadership and supervision to direct and indirect collateral, subordinate, and sub-subordinate staff members.
- Perform other duties as assigned.

QUALIFICATIONS:

- Knowledge of:
 - HPP contract and supporting references.
 - Microsoft applications
 - The hazards, risks, and vulnerabilities associated with the area including natural, technical and manmade events.
 - NIMS and the Incident Command Structure
- Ability to:
 - Work with minimal supervision
 - Communicate clearly with good organizational skills including project management and attention to detail.
 - React calmly and promptly during an emergency or disaster situation.
 - Coordinate plan development with local and state agencies, as well as agencies outside government.
 - Communicate both orally and in writing with the public, local and state officials.
 - Prepare and make public speaking presentations.
 - Work overtime, overnight, and on weekends during emergencies and disasters
 - Work under pressure for extended periods of time

TRAINING AND EXPERIENCE:

- Bachelors' degree from an accredited college or university with courses or experience in emergency management, public administration, or a related field. Master's degree preferred, Associate's degree required.
- Previous experience in emergency management and/or disaster preparedness of a year or more, preferably hospital or health-related at a supervisory level or higher.
- Must possess a current valid Texas driver's license or be able to obtain one within 30 days of hire.

PERFORMANCE RESPONSIBILITIES:

- Essential Functions (Job-specific):
 - Administration and management of SETRAC contract in support of HPP.
 - Due diligence and compliance with all HPP related contract expectations and measures.
 - Develop and implement HPP related policies and reporting for both SETRAC and the TSA-Q Catastrophic Medical Operations Center (CMOC).
 - Act as back-up administrator for SETRAC HPP-funded crisis communications and database applications (including but not limited to: EMResource, WebEOC, EMCredential (ESAR-VHP), telecommunications).
 - Other duties as assigned.
- Essential Functions (All employees):
 - Present a positive image of the organization by a neat and professional appearance.
 - Maintain organization and member 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.
 - 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.
 - Must discuss with all supervised personnel the compliance policies and legal requirements pertaining to the organization.

CODE OF CONDUCT:

Employee follows a SETRAC Personnel Policies of work-related rules intended to guide employees to the highest standards of business ethics/compliance that include, but are not limited to, the following:

- Legal Compliance: comply with federal/state laws and regulatory guidance.
- Business Ethics: accurately & honestly represent SETRAC and not defraud anyone of money, property or service.
- 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/favors.
- Protection of Assets: preserve assets by using resources prudently and effectively.

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/unusual events appropriately.
- Participates in problem solving.
- Demonstrates behavior that promotes professionalism and self-development.
- Participates in educational programs/seminars.
- Promotes cost consciousness.
- Displays professional appearance.
- Promotes professional environment, including emphasis on cleanliness and safety.

TYPICAL PHYSICAL DEMANDS:

Works in multiple environments. Must possess physical and mental health to meet the demands of the position. Must be able to travel and participate in various conferences, and regional exercises, the TSA-Q Catastrophic Medical Operations Center (CMOC), and appropriate meetings related to state and regional emergency management activities. Must be able to serve for extended periods of time, with high stress loads, in the CMOC.

JOB RELATIONS:

Directly Accountable to: Chief Executive Officer

First Tier Supervisor of: EMS Coordinator, EMTF-6 Coordinator, Asset Management Coordinator, Logistics Manager

Programmatic Support of: Program Evaluation & Performance Improvement, Data & Information Systems, Communications & Operations Support, Emergency Medical Task Force, and Emergency Healthcare Systems

ACKNOWLEDGEMENT:

I hereby acknowledge receipt of and agree to abide by the above position description, which covers the general responsibilities of my position of employment with the Southeast Texas Regional Advisory Council.

Signature of Employee Date

Signature of Witness Date