

RAC-G Job Description: Piney Woods Regional Advisory Council TSA-G Hospital Preparedness Program Manager

Functional Area: Trauma Service Areas G (HCC-G) and F (HCC-F)

Salary: Low \$64,590
High - \$73,817

Full-Time Exempt Position:

HCC-G: 80%
HCC-F: 20%

Level of Work: Senior-Level: Work requires previous training or experience and specific skills. Work is performed under minimal supervision.

Level of Complexity: Complex. This job requires experience performing the job and applying the job concepts.

Level of Supervisor: Minimal. General directions will be given with occasional status checks.

General Position Description.

The HPP Manager will work closely with the President/CEO, especially during reporting schedules and any aspect of the budget/revisions, requests for funds/capabilities of the disaster preparedness program. Additionally, this position will work in conjunction with the TSA-F HPP Coalition Coordinator, EMTF-4 Coordinator, Data Information System Administrator, the Healthcare Coalition Administrator, and the Coalition Governance Committee. Record-keeping is vitally important in this position, and records must be accessible upon request.

Responsibilities:

- Responsible for knowledge, management, staff training, and system development to support the Hospital Preparedness Program (ASPR) Grant. You are required to attend meetings called by the State.
- Lead the HPP Team, which includes the TSA F Coalition Coordinator, the Data Information Systems Administrator, the EMTF-4 Coordinator, and the Healthcare Coalition Coordinator, to provide consistent messaging, deliverable submission, processes, and grant compliant preparedness standards.
- This position is responsible for verifying the HPP Staff are performing the duties assigned within their job descriptions.
- Schedule Quarterly meetings with the Healthcare Coalition and Governance Committee.

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- Communicate to EMTF-4 Coordinator matters about the EMTF Program budget and contract deliverables. Present Agenda to the Governance Chair and President/CEO before the meeting.
- Submit all required reports, documents, budgets, and information requests as outlined in the annual reporting calendar.
- Communicate with Hospitals and HPP Coordinators within each healthcare system.
- Assist the Coalition Coordinator in planning and organizing educational and training activities within the EMTF-4 Region on Disaster Preparedness
- Stay up-to-date with changes in other grant programs within the RAC
- Serve as a representative of HCC-F and HCC-G at State, local, and regional educational venues and partnership meetings.
- Report progress/changes of the Hospital Preparedness Program through publications and meetings and web-based communications.
- Maintain excellent organizational skills, accounting knowledge of budgets and reports.
- Work with state monitors, auditors, and regional CPA.
- Work with TSA FCoordinator, Healthcare Coalition Coordinators, and Data Information System Administrator to train/report bed availability to DSHS.

Skills:

- Business Degree (preferred). Some college is acceptable, or related work experience has been in business/hospital administration.
- A detailed, highly motivated, organized professional with initiative and good judgment.
- Computer skills to include all Microsoft applications, EMResource, WebEOC, TDVR, and any other applications utilized by HCC-G.
- Possess excellent verbal and written communication skills.
- Hold the ability to converse knowledgeably with physicians, paramedics, nurses, hospital administrators, and public health administration even in stressful and contentious situations and seek a productive outcome.
- Ability to multi-task.
- Possess the ability to cope with complaints and other contrary concerns and seek to find a productive outcome.
- Must be a quick learner as this job is an "on-demand environment" that changes from grant management to response activities with little or no notice.

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Abilities: Beyond the skills in accounting, reporting, and bookkeeping, the ability to perform this job requires work without frequent supervision. This position requires professionalism and accuracy in documentation. Professional leadership skills are a must in this position.

Professional demeanor is of utmost importance as this individual travels to meetings, many educational opportunities and always representing RAC-G in the office, region, or State.

Accurate recall of numbers and situations is often required with little or no notice, and the demeanor of the person holding this position must be calm and confident. In addition, this position requires the person to adhere to professional standards for Operations, Process Improvement, and Best Practices at all times.

Availability to attend educational opportunities provided throughout the EMTF-4 Region to stay abreast of the Hospital Preparedness Program is required.

Working Conditions:

This position is provided a private office as it is necessary to concentrate on budgets, program grants' Scope of Work, and holding conversations that may be sensitive. A comfortable chair and appropriate desk are provided along with up-to-date technological equipment. In addition to the in-office duties, attending and planning frequent meetings outside the RAC/HCC office are required.

This employee will be required to coordinate/plan/set up attend educational training, exercises, and drills that may require mild lifting and stacking of lightweight equipment.

Job Relations:

Accountable to: President/CEO

Provide Guidance to: EMTF-4 Coordinator

Data Information Systems Administrator

HCC-F Coordinator

HCC-G Coordinator

This position is funded by grant(s) and, therefore, is subject to funds' availability.

I acknowledge I have read and understand this job description and have the education, skills, and knowledge to perform this position's duties.

Signature

Date

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This job description has been designated to indicate the general nature and level of work performed by employees within this classification. It is not designed to contain or be interpreted as a comprehensive inventory of all duties, responsibilities, and qualifications required of employees assigned to the role.

****Reviewed:** June 2010;April 2013; April 2015; March 2016;March 2018; March 2019;February 2021