

RAC-G Job Description: HOSPITAL PREPAREDNESS PROGRAM MANAGER

Title: Hospital Preparedness Program Manager (HPP Manager)

Functional Area: Trauma Service Area-G (HCC-G) and Trauma Service Area- F (HCC-F)
Hospital Preparedness Program

Full Time Exempt Position	Salary:	Low \$39,092
HCC - G: 78% time		Mid \$54,590
HCC - F: 22% time		High \$67,672

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

Level of Complexity: Complex - This job requires experience performing the job and knowledge and application of the job concepts.

Level of Supervision: Minimal – General directions are given with occasional status checks

General Position description

The Hospital Preparedness Program Manager of the ASPR GRANT (Hospital Preparedness Program (HPP) is required to possess in-depth knowledge and experience to aid in oversight of all aspects of the Hospital Preparedness Program.

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. This position will work in conjunction with a HPP Coalition Coordinator, EMTF-4 Coordinator, Data Information System Coordinator and the Steering Coalition. Record-keeping is vitally important in this position and records must be accessible upon request.

Responsibilities:

- Responsible for knowledge/management of the Hospital Preparedness Program (ASPR) Grant. Changes, rules, methods of reporting.
- Required to attend meetings called by the State.
- Work as a team member within HCC-F and HCC-G, and the entire EMTF-4 Region.
- Inform and schedule meetings with the Steering Coalition.
- Collaborate with Coalition Coordinator and the Data Information System Coordinator as to the Scope of Work required for the grant period.
- Communicate to EMTF-4 Coordinator matters pertaining to the EMTF Program's budget.
- Submit all required documents within deadline.
- Excellent record keeping is essential.
- Travel and represent Organization at HPP meetings in Austin.

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- Communicate with Hospitals and HPP Coordinators within each health system.
- Plan for quarterly meetings to bring to HPP membership the current grant requirements/changes/expectations. Present Agenda to the Chair at least two weeks prior to the meetings.
- 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 & 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 CPA.
- Work with Steering Coalition Chair and Data Information System Administrator (DIS ADMIN) in preparation for reporting to DSHS bed availability, disaster preparedness training and educational opportunities.
- This position is responsible to see that an inventory of HCC-G's hospitals have been visited by the DIS Administrator and an up-to-date inventory is entered into an inventory tracking system.

Skills:

- Business Degree (preferred). Some college is acceptable or related work experience has been in the field of business/hospital administration.
- A detailed, highly-motivated, organized professional with initiative and good judgment.
- Basic 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.
- Ability to converse knowledgeably with physicians, paramedics, nurses, hospital administrators and public health administration.
- Ability to multi-task.
- Ability to cope with complaints and other contrary concerns.
- Must be a quick learner as this job is "on demand".
- Good communication skills are necessary both verbally and written

Abilities

Beyond the skills in accounting, reporting and bookkeeping, the ability to perform this job requires the ability to work without frequent supervision. This position requires professionalism and accuracy in documentation.

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Professional leadership skills are a must in this position. Professional demeanor is of utmost importance as this individual travels to attend meetings, many educational opportunities and is always representing RAC-G whether in the office, region or state. Accurate recall of numbers and situations are often required momentarily, and the demeanor of the person holding this position must be calm and compliant. This position requires the person to adhere to Standards of Operations and Best Practices at all times.

Working Conditions

This position is provided a private office as it is necessary to concentrate when dealing with budgets, program grants' Scope of Work and when holding conversations that may have sensitive information. A comfortable chair and appropriate desk is provided along with up-to-date technological equipment. It is primarily a desk job. However, attending frequent meetings outside the RAC/HCC office is required.

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

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

Job Relations:

Accountable to: **President/CEO**

Provides Guidance to: **EMTF-4 Coordinator, HCC-F HPP Coordinator,
DIS Administrator and Coalition Coordinator**

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

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

Applicant Signature

Date

This job description has been designed 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
Reviewed: April 2013/ April 15/March 2017/March 2018