

**PINEY WOODS REGIONAL ADVISORY COUNCIL  
TRAUMA SERVICE AREA G, EMTF-4 Region**

**JOB DESCRIPTION – TSA-F Hospital Preparedness Program Coordinator  
TSA-F HPP Coordinator**

**Title:       TSA-F Hospital Preparedness Program Coordinator**

**Functional Area**

Trauma Service Area F (TSA-F) in conjunction with TSA-G

**Job Classification and salary group**

**Salary – HPP 100%**

A16 – Full Time Salaried Position

Time Sheets Reflect - HPP 1.0 FTE funded

Low \$33,729

Mid \$40,454

High \$49,180

**Level of work** - 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 HPP Coordinator of the Assistant Secretary for Preparedness and Response (ASPR) grant is required to possess the in-depth knowledge and experience to aid in oversight of all aspects of the Hospital Preparedness Program (HPP). This position will work in collaboration with the EMTF-4 region’s Coordinator and the TSA-G’s HPP Manager to assist with coordination of assets for regional/state-wide response efforts.

The TSA-F HPP Coordinator will work closely with TSA-G’s HPP Program Manager and Coalition Coordinator:

- On coordination of information to maintain compliance with DSHS reporting schedules,
- On preparedness and response activities including regional drills and exercises with

local HPG membership,

- On requests for funds for TSA-F's HPG members in meeting the capabilities of the disaster preparedness program
- On certain aspects of the TSA-F HPP budget and/or revisions.

**Responsibilities:**

- Responsible for knowledge/management of the Hospital Preparedness Program (ASPR) Grant including changes, rules, methods of reporting, etc.
- Required to attend meetings called by the State.
- Work as a team member with TSA-F's Hospital Provider Group (HPG) in collaboration with TSA-G (EMTF-4 region).
- Reports to TSA-G HPP Program Manager;
- Collaborates with RAC-F's Board for TSA-F's HPP projects and activities.
- Inform and schedule meetings with TSA-G HPP Manager for regional coordination of the Scope of Work required for the HPP grant period.
- Submit all required documents within deadline to TSA-G HPP Program Manager.
- Represent organization at HPP meetings in Austin.
- Communicate with Hospitals and HPG Coordinators within each health system/facility.
- Collaborate with TSA-G's HPP Manager and Coalition Coordinator for regional activities and projects to meet the Healthcare Capability compliance.
- Plan for quarterly meetings to provide TSA-F's Hospital Planning Group (HPG) membership the current grant requirements/changes/expectations. Present Agenda to the Chair at least two weeks prior to the meetings.
- Collaborate with TSA-G's Coalition Coordinator in planning and organizing educational and training activities within the region on Disaster Preparedness.
- Stay up-to-date with changes in other grant programs within the TSA.
- Serve as a representative of TSA-F 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.
- Work with HPP Program Manager in preparing reports to DSHS for bed availability, disaster preparedness training and educational opportunities.
- This position is responsible to verify that an inventory of TSA-F region's items purchased with HPP funds has been completed, updated and is entered into an inventory tracking system.

## **General Qualifications/Skills.**

This position requires:

- Business Degree or equivalent (preferred). Some college is acceptable, (if related work experience has been in the field of healthcare, business and/or administration).
- A detailed, highly-motivated, organized professional with initiative and good judgment.
- Must possess basic computer skills to include all Microsoft applications, EMResource, WebEOC, TDVR and any other applications utilized at the request of the Department of State Health Services.
- Must possess excellent verbal and written communication skills.
- Must be able to converse knowledgeably with physicians, paramedics, nurses, hospital administrators and public health administration.
- Ability to multi-task.
- Must be able to cope with complaints and other contrary concerns.
- Must be a quick learner as this job is “on demand”.
- Excellent record keeping is essential
- Maintain excellent organizational skills and report writing skills. May work with state monitors, auditors and CPA. Record-keeping is vitally important in this position and records must be accessible upon request.

## **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. 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 both TSA-F and TSA-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

- An office as it is necessary to concentrate when dealing with program grants' Scope of Work and when holding conversations that may have sensitive information.
- Up-to-date technical equipment including 24/7 cell phone communications, a laptop or computer, an iPad as approved by DSHS.

- An office supply budget to accommodate the day-to-day operations. However, this position is not just a desk job as attending frequent meetings outside the office is required.
- Periodical travel to attend HPP required meetings in Austin.
- Ability to travel extensively throughout the EMTF-4 Region to assist region in meeting the HPP Program Healthcare Capabilities.
- Ability to attend educational opportunities provided throughout the 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: Supervisor: HPP Program Manager**

**General Oversight: President/CEO**

**Collaborates with TSA-F's Board of Directors**

*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.*