

**TEXAS EMS TRAUMA & ACUTE CARE FOUNDATION
JOB DESCRIPTION**

FOR COMPENSATION USE ONLY

Job Title: CEO

Job Code: 82

FLSA: Exempt

Date Written: 2/25/08

Date Revised:

DISCLAIMER

The following job description is 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 and responsibilities required of employees assigned to this job.

PRIMARY PURPOSE

Directs all activities of the Texas EMS Trauma & Acute Care Foundation (TETAF) as they relate to the Divisions of Regional Advisory Council, EMS, Trauma, Pediatric, Acute Care, Disaster / Crisis Management, Professional Education, and Injury Disease Prevention, to ensure the services provided need the mission, vision, goals and objectives of TETAF, the needs of system development providers and funding opportunities.

MINIMUM SPECIFICATIONS

1. Education/Experience:

Prefer a Master's Degree. Must have a Bachelors degree plus ten years of related experience to include five years of management experience.

N/A

2. Skills or Special Abilities:

Must have proven written and verbal communication skills with demonstrated leadership ability. Must be able to demonstrate an in-depth knowledge of System development, including the various functions of the Regional Advisory Councils, EMS, Trauma Centers, Pediatric Care, Acute Care Professional Development Data Management, Research and Grant Management. Must be capable of recruiting, developing and motivating people. Must be able to think creatively and strategically, in order to develop and implement operating procedures. Proven ability for consensus-building across diverse groups

4. Must be willing and able to meet travel demands to achieve the goals of the organization.

Job Title: CEO

Job Code: 82

Date: 2/25/08

PRINCIPAL ACCOUNTABILITIES

1. Develops, implements, monitors and revises annual goals and objectives for TETAF to support the mission, vision and objectives of TETAF.
2. Develops and monitors annual operating and capital budgets that ensure TETAF has the necessary funds to carry out the goals and objectives that have been established for those areas.
3. Ensures the direction of services and activities of the Divisions to ensure high quality and efficient services.
4. Ensures the direction of each Division with regard to planning, budget, personnel, quality improvement, coordinating services, policy development and collaboration with providers to ensure high quality services.
5. Identifies and analyzes the design of jobs, work process, work flows, etc. for TETAF and implements appropriate changes to improve the effectiveness, productivity, and efficiency that support the overall goals of TETAF.
6. Acts as liaison with Providers to identify and resolve service and process problems affecting TETAF.
7. Maintains and implements knowledge of all the rules, regulations, policies, procedures, guidelines, law, etc., that impact or govern TETAF and ensures TETAF remains in compliance with same.
8. Monitors daily activities of all Divisions, resolve issues and ensure integrated efforts.
9. Serves on various interdisciplinary committees and participates in advocacy efforts to improve performance and modify operations.
10. Selects, trains, motivates, and evaluates assigned staff to ensure maximum utilization of individual and group capabilities, while providing optimal service to internal and external customers. Ensures that assigned employees receive opportunities to further their knowledge.
11. Stays abreast of the latest developments, advancements and trends in System Development by attending seminars or workshops, reading professional journals and/or actively participating in professional organizations and integrates this knowledge as appropriate into the job.
12. Collaborates with the Board and Division Directors to create a unified practice within TETAF.
13. Must have a working knowledge of the Department of State Health Services and its administrative codes and rules.
14. Responsible for all reports and information distributed at board meetings and the organization's annual report
15. Is a servant leader for TETAF and demonstrates ethical and moral responsibilities appropriate for the mission and vision of TETAF
16. Seeks out, investigates and pursues business and industry opportunities that furthers the mission of TETAF.
17. Performs other duties as assigned

Job Description Form – Page

Job Title: CEO

Job Code: 82

Date:

**AMERICANS WITH DISABILITIES ACT (ADA)
ESSENTIAL FUNCTIONS WORKSHEET**

1. PHYSICAL REQUIREMENTS

A. DO THE MAJOR ACTIVITIES OF THE JOB INCLUDE ANY OF THE FOLLOWING?

(Check frequency that applies)

REQUIREMENT	WEIGHT (LBS)	HOW OFTEN				DOING WHAT:
		Daily	Wkly	Monthly	Yearly	
Carrying						
Dragging						
Holding						
Pulling						
Pushing						
Lifting						

B. DO THE MAJOR ACTIVITIES OF THE JOB INCLUDE ANY OF THE FOLLOWING ?

(Check frequency that applies)

REQUIREMENT	WEIGHT (LBS)	HOW OFTEN				DOING WHAT:
		Daily	Wkly	Monthly	Yearly	
Sitting						Office meetings
Standing / Assisting						Moving between office and meeting
Kneeling						
Bending						
Twisting body						
Walking / Assisting						Moving between office and meetings
Reaching (how High Or low						
Squatting (knees Bent, weight on feet						
Running						
Crawling						

C. DO THE MAJOR ACTIVITIES OF THE JOB INCLUDE ANY OF THE FOLLOWING ?

(Check frequency that applies)

REQUIREMENT	WEIGHT	HOW OFTEN				DOING WHAT:

	(LBS)	Daily	Wkly	Monthly	Yearly
Filing					Maintaining information and files
Sorting					Maintaining information and files
Typing					Reports, email, etc.
Writing (by hand)					Maintaining information and files

Job Description Form – Page
Job Title: CEO

D. DO THE MAJOR ACTIVITIES OF THE JOB INCLUDE: (Complete all that apply)

USE OF	YES	NO	IF YES, DESCRIBE USE
TOOLS		X	
TELEPHONE	X		Communicating with others
EQUIPMENT OR MACHINERY (Including office and Mechanical etc.)	X		Computer, printer, fax, copier
Driving a vehicle	X		

E. ON WHAT TYPES OF SURFACE ARE THE MAJOR ACTIVITIES OF THE JOB PERFORMED?
(Place X in all applicable boxes)

LEVEL SURFACE	SLIPPERY SURFACE	SLOPING SURFACE	UNSTABLE SURFACE	UNEVEN TERRAIN
X				
Other (Specify)				

F. DOES THE JOB REQUIRE ANY OF THE FOLLOWING ? (Place "X" in all applicable boxes.)

FINGER DEXTERITY	CLOSE WORK	GOOD VISION	GOOD COLOR VISION	GOOD HEARING	SPEAKING
X	X	X		X	X

II. COMMUNICATIONS REQUIREMENTS

A. WHAT TYPES OF COMMUNICATION ARE REQUIRED OF THE JOB ?

TYPE	HOW LONG	DOING WHAT
Writing	2	Communicating with others
Speaking	4	Communicating with others
Hearing	8	Communicating with others

III. COGNITIVE OR MENTAL REQUIREMENTS

A. WHAT TYPES OF COGNITIVE OR MENTAL REQUIREMENTS ARE NEEDED BY THE JOB?
(complete all that apply)

REQUIREMENT	HOW LONG

	(Hrs/day)
Reading	2
Composing letters and/or reports	2
Simple arithmetic (add/subtract/multiply/divide)	1
Main reasoning (method formulas)	1
Analyzing data or report information	1

Job Description Form –

IV. WORKING ENVIRONMENT

A. WHERE ARE THE MAJOR ACTIVITIES OF THE JOB CARRIED OUT? (Complete all that apply)

REQUIREMENT	HOW LONG (Hrs/day)
Indoors	8
Outdoors	
At a desk or bench	6
In a car or truck	2
In an office or control room	6
Other (specify)	

B. UNDER WHAT CONDITIONS ARE THE JOB PERFORMED ? (Complete all that apply)

REQUIREMENT	HOW LONG (Hrs/day)
Extreme cold	
Extreme heat	
Extreme heights	
Extreme temperature swings	
Constant noise	
Mechanical hazards	
Electrical hazards	
Explosive hazards	
Radiation hazards	
Fume/odor hazards	
Dust/mites hazards	
Chemical hazards	
Blood and/or body fluids	
Sharps hazards	
Toxic waste hazards	
Skin irritants	
Respiratory irritants	
Working in confined spaces	
Infectious Disease exposure	
Other (specify):	

TEXAS EMS, TRAUMA & ACUTE CARE FOUNDATION

EMPLOYMENT OPPORTUNITIES

The Texas EMS, Trauma and Acute Care Foundation (TETAF) is currently accepting applications for the position of CEO and Manager.

These positions are responsible for the overall daily operations of the Foundation with a heavy emphasis on the Trauma Center Designation Services business line, in the initial months. This is a unique opportunity for the individuals as these are the first full-time position being filled by the Foundation Board. The selected candidates will have the ability to guide the Foundation through its continued growth working with Stakeholders as the other Divisions bring services on-line. The Chief Executive Officer position for the Foundation has a leadership role in the continued growth of the organization. The major functions of the Foundation are to assist the stakeholders in EMS, Trauma and Acute Care Systems achieve the highest level of care throughout Texas.

The Foundation's goals are to fill the Manager position with a start date in September. The CEO position start date is targeted for January 5, 2009

Requirements of the Manager Job Description include:

- Bachelor Degree or Associates Degree with a minimum of eight years of progressively responsible experience to include three years of supervisory experience.
- RN License is preferred due to the heavy Trauma Designation work this initial position.
- Must have effective verbal and written communication skills in working with a diverse population of providers and stakeholders.
- Must have effective leadership skills and be capable of recruiting, educating and motivating staff and volunteer stakeholders.
- Must be willing to travel on a regular basis to meet the needs

this position.

The Manager Job Description is attached or can be found at www.tetaf.org Since this is the initial hiring of the Foundation, this position will have a multitude of duties initially in the day to day management of the organization that are not currently reflected in the Job Description.

If you are interested in applying for the MANAGER or the CEO position please email your curriculum vitea and/or resume and a cover letter to:

Jorie Klein at president@tetaf.org

OR

David Rives at vicepresident@tetaf.org

Mission and Goals of TETAF:

The Texas EMS Trauma & Acute Care Foundation's mission is to minimize the human suffering and economic cost created by health related emergencies, traumatic injuries, and crisis events (disasters, extreme community health care events) in Texas.

Key goals are:

Increase public awareness regarding the impact of health emergencies, traumatic injuries, crisis events and to develop effective strategies which reduce the incidence of these events in a statewide collaborative manner.

Enhance and integrate pre-hospital, resuscitation, stabilization acute care, rehabilitation, and health care community resources for emergencies, traumatic injuries, crisis management, professional education and injury prevention.

Foster access to the appropriate level of emergency health care, trauma care, and community crisis management through public and provider education.

Enhance and integrate pre-hospital, medical, acute care, rehabilitation resources for research and advances in emergency / trauma care.

Establish mechanisms that promote state growth in health care, trauma care, crisis management, and injury control through grant writing and acquisition of public and grant support.

Ensure advances in care cross the age spectrum from pediatric to geriatric as well the geographic boundaries from the very rural and remote areas of Texas to the very large metropolitan areas of Texas.