

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

FOR COMPENSATION USE ONLY

Job Title: Manager

Job Code: 04

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

Responsible for the overall management and supervision of daily operational activities of designated Divisions including planning, budget, personnel, quality improvement, coordinating services, policy development and collaboration with providers to ensure high quality, services.

MINIMUM SPECIFICATIONS

1. Education/Experience:

Prefer a Bachelor's degree or Associate degree plus eight years of progressively responsible experience to include four years of supervisory experience, or an equivalent combination of education and experience.

2. Certification / Registration / Licensure:

Certification / Registration specific to the Division(s) of responsibility

Trauma Division - RN License

EMS Division - EMT-P or LP

Disaster - Either RN, EMT-P, LP, Emergency Management

Acute Care - RN License

Pediatric - RN License

Injury Prevention, Education, RAC - Either or a combination

3. Skills or Special Abilities:

Must have effective verbal and written communication skills in working with a diverse population of providers. Must demonstrate knowledge and skill in resource management including budget and personnel practices. Must have effective management skills and be capable of motivating, recruiting and educating staff through department adaptations. Must demonstrate knowledge of TETAF policies, structure, procedures and mission.

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

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Job Title: Division (s) Director	Job Code: 05	Date: 2/25/08
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PRINCIPAL ACCOUNTABILITIES – Generic

1. Responsible for fiscal management of the Division (s) . Assist in preparing the annual budget, to meet the annual goals and priorities. Manages Division resources through clear policies including equipment, supplies, personnel hiring/training practices and service utilization.
2. Selects, trains, supervises, motivates and evaluates staff to ensure maximum utilization of individual and group capabilities, while providing optimal service to internal and external customers. Monitors employee satisfaction, turnover, attendance employee initiatives, participation in performance improvement and other activities to ensure that Division and employee goals are attained. Maintains and implements knowledge of employment laws, rules and regulations and TETAF policies and procedures pertaining to training, counseling and evaluations and ensures that the division is in compliance.
3. Develops, implements and monitors annual goals and objectives for the Division that utilizes complete and current statistics and data, integrates division projections and experience to ensure that planning supports TETAF’s mission and customer service objectives. Maintains an information database, tracking activities, billings, practice outcomes and other data for analysis and incorporation into strategic plan.
4. Responsible for a collaborative work team to ensure positive working relationships. Communicates effectively with Providers, Director, CEO and vendors. Maintains good communication with other Divisions and Providers.
5. Stays abreast of the latest developments, trends and advancements in the designated Division area of specialty by attending seminars or workshops, reading professional journals, maintaining certification, licensure and actively participating in professional organizations. Integrates this knowledge into the job and ensures that assigned staff have similar educational opportunities. Represents TETAF in the course of performing professional activities such as public presentations, inservices, classes or publications.
6. Maintains knowledge of applicable rules, regulations, policies, laws, and guidelines such as DSHS, CMS, CDC, and Joint Commission that impact the Division. Develops effective internal controls that promote adherence to applicable state/federal laws, and the program requirements of accreditation agencies and federal, state, and private health plans. Seeks advice and guidance as necessary to ensure proper understanding.
7. Responsible for the condition and safety of the Divisions facilities as measured by cleanliness, proper type, amount and functioning of equipment and overall environmental safety. Oversees timely and effective maintenance of equipment and rooms. Responsible for space planning, including renovations, capital repairs and acquisitions.

Job Title: Division (s) Manager	Job Code: 04	Date: 2/25/08
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PRINCIPAL ACCOUNTABILITIES GRANT ADMINISTRATION

1. Manages and reviews assigned federal and non-federal grants to ensure TETAF is in compliance with the programmatic/fiscal services as described within the grants. Recommends reallocation of grant funds to ensure appropriate administration.
2. Directs grant submissions to acquire the necessary funding to meet TETAF goals and sustain comprehensive care
4. Serves and participates on various committees.
5. Maintains knowledge of applicable rules, regulations, policies, laws, and guidelines that impact the service area. Develops effective internal controls that promote adherence to applicable state/federal laws, and the program requirements of DSHS. Seeks guidance as necessary to ensure proper understanding. Interprets TETAF policies, grant objectives, and operating procedures for Providers to ensure grant compliance and continued funding.
6. Develops, implements and monitors annual goals and objectives utilizing complete and current statistics and data, integrating Division projections and experience to ensure that planning supports TETAF mission and grant objectives.
7. Selects, trains, schedules, motivates, supervises, evaluates, and makes recommendations for disciplinary actions up to and including termination, to ensure maximum utilization of individual and group capabilities. Ensures that assigned employees receive opportunities to further their knowledge.
8. Identifies and analyzes the design of jobs, work processes, work flows, etc, for their Division and implements appropriate changes to improve effectiveness, productivity, and efficiency that support the overall goals of the department and Division.
9. Ensures HIPPA compliance and confidentiality in all agency interactions and communication.
10. Demonstrates a strong working knowledge of the Department of State Health Services regulations and oversight of the areas of direct responsibility.
11. Manages the Site Survey Process to ensure that regulatory and provider needs are addressed.
12. Ensures the reviewers in the Site Survey Process maintain competency and capabilities.
13. Ensures that timelines for the Site Survey Process are addressed.
14. Ensures that reports for the Site Survey Process meet the providers needs.
15. Maintains performance reviews for all reviewers in the Site Survey Process.
16. Ensures that tools, programs and educational programs that assist in the Site Survey Process are available to meet provider needs.

**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	Yrly	
Carrying	10	X				Reports
Dragging						
Holding	10	X				Reports
Pulling						
Pushing						
Lifting						

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

(Check frequency that applies)

REQUIREMENT	HOW LONG (Hrs/day)	HOW OFTEN				DOING WHAT:
		Daily	Wkly	Monthly	Yrly	
Sitting	6hrs	X				Office desk, meetings
Standing / Assisting	2hrs	X				Offices
Kneeling						
Bending						
Twisting body						
Walking / Assisting	2hrs.	X				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	HOW OFTEN				DOING WHAT:
	Daily	Wkly	Monthly	Yrly	
Filing	Some				Maintaining information and files
Sorting	Some				Maintaining information and files
Typing	Yes				Reports, email, etc.
Writing (by hand)	Yes				Maintaining information and files

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Job Title: **Manager**

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		Talking with Manager, and Providers
EQUIPMENT OR MACHINERY (Including office and Mechanical etc.)	X		Database, WP also Xerox, calculator and fax
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

II. COMMUNICATIONS REQUIREMENTS

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

TYPE	HOW LONG	DOING WHAT
Writing	2	Depends on area, various reports, communication
Speaking	4	With staff, , other department employees
Hearing	8	Listening

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	1
Composing letters and/or reports	1
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.