



Job Posting

Posting Date: January 20, 2025

Closing Date: When Filled

Position: Hospital Preparedness Program Coordinator/HPP-B

Location: Lubbock, TX

Description

The Panhandle Regional Advisory Council, being the contract holder for the Hospital Preparedness Program for TSA-A and TSA-B, is currently accepting applications for a Hospital Preparedness Program Coordinator for TSA-B/HPP-B. This position will be officed in Lubbock, TX and will be responsible for the TSA-B region.

A full Job Description follows this notice and is also located on the Panhandle RAC website at www.panhandlerac.org in the Job Postings Section.

How to Apply

A job application form can be found at www.panhandlerac.org website in the Job Postings Section.

Qualified applicants must:

1. Download the Job Application and fill it out legibly.
2. Attach a copy of a current resume to the application.
3. Scan and email the application and resume to panhandlerac@panhandlerac.com.

All inquiries regarding the position should be sent via email to panhandlerac@panhandlerac.com.

The Panhandle Regional Advisory Council is an Equal Opportunity Employer.

Panhandle Regional Advisory Council
Trauma Service Area B
Regional Preparedness Program Coordinator
Job Description

Job Title: Regional Preparedness Program Coordinator

Department: Panhandle Regional Advisory Council (RAC-B)

General Description of Duties:

The Hospital Preparedness Program Coordinator is a professional possessing the knowledge and experience necessary to develop and enhance the Regional Hospital Preparedness Program.

Qualifications:

Education: Baccalaureate or higher degree preferred.

Experience: Should have experience related to emergency management, with hospital emergency management experience strongly preferred. Experience in procurement of supplies and equipment preferred.

Should have at least three years of recent full-time hospital, pre-hospital, public health, or emergency management experience.

Ten or more years of experience as related above may substitute for an academic degree.

Knowledge/Skills/Abilities:

Knowledge: Should possess knowledge related to hospital and pre-hospital emergency preparedness principles.

Skills: Must possess strong verbal and written communications and presentations skills. Should have proficient computer skills, with emphasis on word processing, spreadsheets, and presentations software, with web site management skills preferred.

Ability: Must have ability to work effectively in collaborative, interdisciplinary programs. Must demonstrate qualities of leadership, initiative and judgment during emergency response situations. Must be willing and able to travel within the region and the state to meet goals of the organization.

Essential Functions:

- Participates in planning and presentations for committee meetings.
- Attends required local, regional, and state emergency management meetings.
- Collaborates with city, regional and state leaders for Hospital Preparedness Program development.
- Develops and enhances regional healthcare emergency response plans.
- Coordinates Hospital Preparedness Program grant activities.
- Serve as a resource to regional healthcare systems in development of emergency management plans and exercises
- Enhances current Hospital Preparedness Program Property Management Systems.
- Serves as system administrator/contact/trainer for web based communications programs, including Web EOC and EMSystem
- Maintains knowledge of applicable rules, regulations, policies, laws, and guidelines that impact the service area
- Coordinates activities to ensure compliance with program requirements of Hospital Preparedness Program grant.
- Assures that the HPP work plan and performance measures are completed per the contractual agreements with DSHS.
- Assists the administrative assistant with monthly HPP program reports.
- Assists the administrative assistant with HPP hospital inventory reports.
- Performs other tasks as assigned by the RAC Executive Director.

Confidentiality of Information: Protects and safeguards the privacy of all confidential information by assuring data integrity, limiting availability as appropriate, and refraining from discussing confidential information with others.

Code of Conduct: Follows the highest standards of business ethics and compliance as follows:

1. **Legal Compliance:** complies with federal/state laws
2. **Business Ethics:** accurately and honestly represents the organization and its business interests
3. **Conflict of Interests:** does not use position to gain an undue personal profit
4. **Business Relationships:** business transactions are free from offers or solicitation of gifts/favors
5. **Protection of Assets:** preserves assets by using resources prudently and effectively

Accountable to and directed by: The Executive Director and the Executive Board of the Panhandle Regional Advisory Council, Trauma Service Area B

Term and Compensation: As specified.

IN WITNESS WHEREOF the undersigned have executed this job description as of the date written below.

Panhandle Regional Advisory Council, Trauma Service Area B

By: _____

Executive Director

Date

By: _____

Program Coordinator

Date