



Texas Emergency Medical Task Force

Position Description: TX EMTF Administrative Team Leader

POSITION DESCRIPTIONS: Texas Emergency Medical Task Force (TX EMTF) Administrative Team Leader

Reports to:

The Administrative Team Leader reports directly to the Ambulance Staging Manager, and works closely with the Plans Section, Demobilization Unit, Documentation Unit, and the EMS Desk at the Regional Medical Operations Center.

Supervises:

The Administrative Team Leader is responsible for direct supervision of any assigned documentation/data technicians and any other detailed administrative personnel.

Position Specific Requirements:

The Administrative Team Leader is responsible for the supervision and coordination of demobilization activities and documentation review within the Ambulance Staging Area. In addition, the administrative team leader works closely with the Texas Department of State Health Services representative (State Ambulance Deployments) Federal contract ambulance administration (Federal Deployments) and the EMS desk at the Regional Medical Operations Center to coordinate collection, filing and distribution of patient care records pertaining to the deployment.

Qualifications and Skills:

- + ICS 100, 200, 300, 400, 700
- + Have knowledge of EMS Management concepts and work well with sponsoring agencies
- + Complete Ambulance Staging Management Team Course
- + Have working knowledge of statewide incident management in Texas

Assigned Duties:

- + Assisting/Supervising Demobilization personnel with the Development and implementation of the written demobilization plan for all assigned personnel and assisting with demobilization of all EMS units contracted to the incident, utilizing the demobilization checklist (ICS Form 221)
- + Meeting with FEMA contract management and Department of State Health Services representatives to determine specific patient care documentation, as well as the demobilization requirements for assisting, cooperating and contract agencies in accordance the appropriate plans and contracts
- + Ensuring that all patient care documentation is handled in accordance with appropriate state and federal regulations, to include HIPAA
- + Ensuring the assignment and training of all personnel tasked with demobilization, when deemed appropriate by the Director of the Regional Medical Operations Center
- + Ensuring proper routing and security of all ICS documentation to the Regional Medical Operations Center and Alamo Regional Command Center documentation section