



## Texas Emergency Medical Task Force

Position Description: TX EMTF Mission Tasking Team Leader

# **POSITION DESCRIPTIONS: Texas Emergency Medical Task Force (TX EMTF) Mission Tasking Team Leader**

### **Reports to:**

The Mission Tasking Team Leader reports directly to the Ambulance Staging Manager.

### **Supervises:**

The Mission Tasking Team Leader is responsible for the supervision of assigned Mission Tasking Technicians, Status Check-In Technician, Check-Out Technicians, as well as the Rotation/PAR Technicians and Administrative Team Leader's role if not assigned).

### **Position Specific Requirements:**

The Mission Tasking Team Leader is responsible for managing documentation and notification of staged units upon receipt of a mission. When a tasking is initiated at the Regional Medical Operations Center, the local EOC/DDC having jurisdiction or other approved source, the Mission Tasking Team gathers mission-related information, location, point of contact information, directions, and other critical information, condensing it for ease of use by the Strike Team Leaders or single resources. Mission Tasking personnel then notify the appropriate units and leadership to prepare for departure. Prior to departure of the response assets, the Check-Out Technician (if assigned), will conduct an inspection of documentation and operation readiness to carry out the mission. The Mission Tasking Team Leader is responsible for the organization and supervision of this process. Additionally, the Mission Tasking Team Leader is ultimately responsible for the maintenance of dispatch information and documentation pertaining to the mission.

### **Qualifications and Skills:**

- + ICS 100, 200, 300, 700
- + Hold current certification as an Emergency Medical Technician
- + Complete Ambulance Staging Management Team Course
- + Have extensive experience using logistics applications within WebEOC
- + Have working knowledge of computers and office equipment
- + Have working knowledge of statewide incident management in Texas

### **Assigned Duties:**

- + Timely collection of information and dispatch/notification of appropriate response resources
- + Ensuring that the ASM is kept aware of any changes in available units present in staging
- + Maintaining accurate records of mission assignments
- + Ensuring thorough inspection of departing vehicles to ensure mission readiness
- + Delivery of records to the Documentation Team, MOC or appropriate jurisdiction
- + Performing additional tasks or duties as assigned