

## PROJECT DIRECTOR - EMERGENCY MEDICAL SERVICES SYSTEM

DISTINGUISHING FEATURES OF THE CLASS: Under general supervision, the incumbent of this title is responsible for planning, coordinating and directing the Emergency Management, Trauma, and Disaster response functions at Westchester Medical Center. The incumbent is also responsible for acting as liaison with the NYS Department of Health, FEMA, and Department of Homeland Security, and performing and coordinating extensive emergency response activities. The incumbent also acts as the Hudson Valley regional coordinator for Disaster Preparedness and Disaster Response which includes activities such as coordination and control of central transportation and communications network, training and development of emergency medical care personnel, facilities categorization, public information and consumer participation, disaster planning, and mutual aid agreement. Supervision is exercised over technical, professional and clerical personnel as well as over a large number of volunteers. Does related work as required.

### EXAMPLES OF WORK: (Illustrative Only)

Develops overall operating and administrative formulas, policies and procedures following prescribed guidelines for the implementation of a comprehensive and cohesive Emergency Medical Service System to provide advanced life support (trauma services) to patients in a designated geographical regional area consisting of seven counties;

Implements and administers policies and procedures for the operation of an effective Emergency Medical Services System to provide basic and advanced life support services to patients;

Confers with representatives of participating agencies to develop plans and coordinate the delivery of emergency medical services, which include hospitals, ambulance corps, police and fire departments, rehabilitation centers and specialty care centers;

Solicits the active and supportive participation and cooperation of professional groups, educational institutions, and fire and law enforcement agencies to ensure the involvement of wide range of professionals;

Supervises a staff of professional, technical, clerical and volunteer personnel to insure the implementation of the trauma program components including manpower training, transportation, communication, planning, statistical reporting and consumer education;

Develops coordination of trauma services in the Region through the initiation of working relationships between the Regional Emergency Medical Services Council and the County Emergency Medical Services Councils and with the appropriate professional, technical and other personnel in government and private sources including the County health departments and the U.S. Department of Homeland Security;

EXAMPLES OF WORK: (continued):

Consults regularly with the Medical Director and members of the Regional EMS Council to insure coordination of efforts and conformance to project goals;

Conducts regular and on-going evaluations of the program's progress and makes appropriate changes to insure the most effective service delivery system;

Provides information, including reports and statistical data, to auditors and administrators of funding and reviewing agencies;

Prepares the Regional Trauma Grant budget and periodic financial reports in accordance with prescribed format by the funding agency;

Represents the Regional EMS Council in dealing with other regions, counties, and governmental bodies;

Accesses protected health information (PHI) in accordance with departmental assignments and guidelines defining levels of access (i.e. incidental vs. extensive);

Uses computer applications or other automated systems such as spreadsheets, word processing, calendar, e-mail and database software in performing work assignments;

May perform other incidental tasks, as needed.

REQUIRED KNOWLEDGE, SKILLS, ABILITIES AND ATTRIBUTES: Thorough knowledge of the background, principles and objectives of federal, state, regional, and local emergency medical services (EMS) programs; thorough knowledge of the development and administration of training programs; thorough knowledge of the principles, practices and procedures in the delivery of community health care, particularly as it applies to emergency medical services; thorough knowledge of local agencies providing emergency services; good knowledge of the methods and principles of health administration; ability to supervise, train and coordinate the work of others; ability to deal effectively with lay and professional persons and gain their support and cooperation; ability to communicate effectively both orally and in writing; ability to effectively use computer applications such as spreadsheets, word processing, calendar, e-mail and database software in performing work assignments; ability to read, write, speak, understand, and communicate in English sufficiently to perform the essential duties of the position; sound professional judgment; initiative; resourcefulness; tact; physical condition commensurate with the demands of the position.

MINIMUM ACCEPTABLE TRAINING AND EXPERIENCE: A Bachelor's Degree\* and five years experience where the primary function of the position was administration of a health related program, two years of which must have involved Emergency Management\*\*.

SUBSTITUTION: A Masters Degree\* in Public Health Administration, Nursing, Education or in a biological or behavioral science; or possession of current certification by the New York State Department of Health as an Emergency Medical Technician or higher level medical licensure or certification may be substituted for one year of the general experience, but not for the specialized experience.

NOTE: Unless otherwise noted, only experience attained after attaining the minimum education level indicated in the minimum qualifications will be considered in evaluating experience.

\*SPECIAL NOTE: Education beyond the secondary level must be from an institution recognized or accredited by the Board of Regents of the New York State Department of Education as a post-secondary, degree-granting institution.

\*\*DEFINITION: Emergency Management is defined as the preparation, mitigation, response and recovery activities inherent in managing potential or actual natural, technological, biological/chemical, radiological hazards and disasters, including terrorism. The four phases of emergency management are: (1) preparedness, which is the planning and preparation that occurs before and in anticipation of an emergency or disaster; (2) mitigation, which is the act of lessening or eliminating hazards before an emergency occurs; (3) response, which is the implementation of the preparedness function, use of operation plans, warning systems, activation of resources, and mobilization of personnel; and (4) recovery; which is the immediate and often long term process of dealing with the aftermath of a disaster.