



COUNTY OF MONTEREY
invites applications for the position of:

Health Program Coordinator

An Equal Opportunity Employer & a Drug-Free Workplace

SALARY: \$35.79 - \$48.89 Hourly
\$2,863.44 - \$3,911.12 Biweekly
\$6,204.12 - \$8,474.09 Monthly

OPENING DATE: 07/12/16

CLOSING DATE: Continuous

POSITION DESCRIPTION:

MONTEREY COUNTY HEALTH DEPARTMENT

Our Values

**Health Equity • Integrity
Innovation • Respect • Excellence**



Our Vision

**To create a legacy of
health together**

**EMS Trauma / Quality Improvement Coordinator
(Health Program Coordinator)
\$6,204 - \$8,474 Monthly Final Filing Date: Open until filled
Exam #16/50K18/07KG
Priority Screen Dating: August 11, 2016**

Summary of Position

The Monterey County Health Department is currently seeking a motivated individual to fill Health Program Coordinator position in the Emergency Medical Services (EMS) Bureau. The **Emergency Medical Services (EMS) Bureau** is seeking an individual with management experience in trauma, emergency, or intensive care fields to serve as the EMS Trauma Coordinator. Reporting to the EMS Administrator, the successful candidate will have responsibility for developing and implementing the overall planning, administration, coordination, maintenance, and evaluation of Monterey County's EMS system as well as reviewing and maintaining system-wide quality improvement program functions and activities.

The Eligible List established by this recruitment process will be used to fill current and future vacancies, both present and future, as they arise.

THE IDEAL CANDIDATE

Will have a proven track record demonstrating the following knowledge, skills, and abilities:

- Plan, coordinate, and implement the County's trauma care system in Emergency Medical Services (EMS) systems; evaluate pre-hospital care performance and make recommendations to the Emergency Medical Services Administrator.
- Develop, organize, implement, review, and maintain system-wide quality improvement program functions and activities; identify trends for improvement; prepare statistical indicators, narrative reports, and collateral.

- Monitor trauma contracts for compliance; conduct audits and site visits to ensure compliance with policies; initiate, investigate, and implement emergency medical services disciplinary review procedures; guidelines and regulations; make recommendations for disciplinary actions.
- Compile, analyze, and prepare a variety of statistical and analytical documents and reports to measure and evaluate system-wide documents and forms to ensure compliance with established policies and program quality of patient care, maintain data and records.
- Participate in development and implementation of policies, procedures, and treatment guidelines for emergency and trauma care systems and for other Agency plans; researches and analyze laws, policies, and regulatory requirements; develop policy statements for approval.
- Design and conduct training for the system participants and the public, facilitate the coordination of training programs.
- Act as a liaison with agencies related to trauma care and quality improvement; serve on various committees; speak before groups; may disseminate information on Emergency Medical Service programs to the public.
- May design grant projects; prepare grant proposals, and implement and monitor grant projects; manage contracts.
- Assist other Emergency Medical Services staff during disaster and multi-casualty incidents, as required.

EXAMPLES OF DUTIES:**Characteristics of the Ideal Candidate:**

- Be a self-starter and work independently
- Effectively communicate and create strong relationships with providers, public, and stakeholders
- Analyze information, evaluate, and develop recommendations
- Effectively work in high stress situations
- Effectively manage multiple priorities

EXAMPLES OF EXPERIENCE/EDUCATION/TRAINING:**Required Conditions of Employment:**

- Possession of a medical provider license (such as RN, PA, NP, MD, DO, Paramedic) issued by the State
- Advanced Cardiac Life Support (ACLS) certification
- Possess and maintain a valid California Class C Driver's License with a satisfactory driving record or transportation approved by the appointing authority.

Desirable Qualifications:

- Certification as Certified Emergency Nurse (CEN), Certified Critical Care Nurse (CCRN), or Trauma
- Completion of ICS 100 through 400, and IS 700 and 800

For complete information see the class specification/job description on our website at:

<http://www.in.co.monterey.ca.us/personnel/documents/specifications/50K18.pdf>

ADDITIONAL INFORMATION:

APPLICATION & SELECTION PROCEDURES

To Apply: Submit the following to the Monterey County Health Department, Human Resources Division, Salinas, CA 93906:

- **Monterey County Employment Application form**
- **Response to the Supplemental Questions**
- **Medical Provider License issued by the State of California**
- **Advanced Cardiac Life Support (ACLS) Certification**

Or apply on-line at <http://agency.governmentjobs.com/montereycounty>

Priority Screening Date: Thursday August 11, 2016. All application materials must be received date for a guaranteed review. Applications received after this date will be considered on an as needed filled. Resumes, cover letters, letters of interest and other correspondence will not be accepted as a sub application materials as noted above. The selection process is tentative and applicants will be notified if c

Application materials will be competitively evaluated. Those applicants that are determined to be the mo will be invited to participate further in the selection process. To assess applicants' possession of required may include an oral examination, pre-exam exercises, performance exam, and/or written examination. receive application materials, please contact the Health Department Human Resources Division at 831-7

NOTE: If you believe you possess a disability that would require test accommodation, please call the He Resources Office at (831) 755-4550. Employment is contingent upon acceptable documentation verifying for employment in the U. S. If you are hired into this classification, as a condition of your employment y to join the union and authorize a union dues deduction or salary deduction of appropriate fees. If you ar classification in a temporary position, your salary will be hourly and you will not be eligible for the benef

BENEFITS:

The County offers an excellent benefits package (F Bargaining Unit)

- Retirement: Retirement benefits provided through CalPERS. The County also participates in Social
- Annual Leave: 22 days of annual leave are allowed in the first year; up to 37 days annually after 2
- Holidays: 10 paid holidays per year + 1 floating holiday
- Health Insurance: the County provides a Flexible Benefits Plan, which includes health, dental and v FSA
- Life Insurance: \$20,000 Term Life Insurance Policy is provided
- Supervisory Leave & Educational Leave: 3 days per year each, non-accruable
- Professional Development Stipend: \$100 per calendar year

Deferred Compensation; Voluntary program available

See <http://www.in.co.monterey.ca.us/personnel/Benefits.html#sheets> for more information (F bargainin Sheet.)

The information listed above is a general summary of benefits for this position. This information is not leg serve as a contract. The benefits listed in the Monterey County Personnel Policies and Practices Resolutio

APPLICATIONS MAY BE FILED ONLINE AT:
<http://agency.governmentjobs.com/montereycounty/default.cfm>

Position #16/50K18/07G
HEALTH PROGRAM COORDINATOR
LH

168 West Alisal Street, 3rd Floor
Salinas, CA 93901

(831) 755-5115

Health Program Coordinator Supplemental Questionnaire

1. If not applying on-line: Please number your responses and address each question separately. Include your name and the title of the position for which you are applying at the top of each page submitted. Instructions: Responses to these Supplemental Questions must be submitted with your application materials. Applications received without a Supplemental Questions Response will not be considered. A resume, cover letter, application, etc. will not be accepted as a substitute for a response to these questions. Failure to provide a complete response to any of these required questions will eliminate you from further consideration. Your response to the questions is an integral part of the selection process.
 I have read and understand the supplemental questions instructions.
- * 2. Please describe your administrative or management experience in an emergency medical or trauma field. Include your scope of responsibility and your role in the organization. Please be specific in your response.
- * 3. Describe your experience establishing, implementing, and monitoring professional or clinical standards. Please be specific and include number of years and experience and type of professional or clinical standards.
- * 4. Do you possess a valid California medical provider license? If yes please attach a copy.
 Yes No
- * 5. Do you possess a current advanced Cardiac Life Support (ACLS) certification? If yes, please attach a copy.
 Yes No
- * Required Question