



3340 Glenwood Street, Eureka, CA 95501 (707) 445-2081 (800) 282-0088 FAX (707) 445-0443

## **PLEASE POST**

North Coast Emergency Medical Services,  
An Equal Opportunity Employer

### **Announces the Contract Position of** **Cultural Liaison**

#### **For the EMS for Children Transport of Acutely Ill and Injured Children to** **Institutions of Higher Care from Allied Localities (TACTICAL) Project**

June 13, 2014

#### **BACKGROUND**

North Coast Emergency Medical Services (EMS) serves as the regional EMS agency for the three counties of Del Norte, Humboldt and Lake.

Founded in 1975 as a Joint Powers Agency, North Coast EMS has designated authority for the planning, coordination and evaluation of the regional EMS system. North Coast EMS receives local, state and federal funds to carry out delegated responsibilities as the local EMS agency (LEMSA) for each JPA-member county.

North Coast EMS and the University of California –Davis Medical Center received one of six federal grants to enhance the emergency medical care of children on California's rugged and remote north coast. Utilizing a wide-area regionalization approach that will include the northern third of California and Oregon, we are beginning year three of the four-year project that will help develop a national template for the coordination of children's emergency medical services by formalizing links between local rural and distant urban medical resources. EMS system partners, Native American, Hispanic and other cultural representatives will continue to be invited to directly participate in this project to help ensure that the emergency medical needs of all sick and injured children in the three-county area are addressed.

## **JOB REQUIREMENTS**

- ◆ Active participation or ties with local cultural communities, located within the Counties of Del Norte, Humboldt and Lake, such as Native American, Hispanic or other cultural groups.
- ◆ Valid California Driver's License.
- ◆ Car insurance with a minimum coverage of \$100,000/300,000 liability and \$25,000 property damage.
- ◆ Willingness to travel and attend meetings and other events.

### *Knowledge of*

- ◆ Local area cultural communities and their needs, including: Tribal Nations, Area Tribes and Tribal Groups, Hispanic representatives and organizations, other cultural community groups located within the counties of Del Norte, Humboldt and Lake.
- ◆ General health care and emergency medical needs of children and cultural groups and communities on the north coast of California or similar areas.
- ◆ Proper English grammar, usage and spelling.

### *Ability To*

- ◆ Communicate (written and verbal), liaison and work effectively with cultural communities and groups and the core TACTICAL team.
- ◆ Identify and meet with key cultural representatives, coordinate and/or participate in EMS for Children TACTICAL project meetings and cultural events located within the three-county area.
- ◆ Establish and maintain direct input from cultural groups into the EMS for Children TACTICAL project.
- ◆ Trouble-shoot and resolve problems.
- ◆ Operate computers and other standard office equipment.
- ◆ Take initiative, prepare written and oral reports and give presentations. Be a self starter.
- ◆ Establish and maintain effective working relationships with North Coast EMS staff, members of the EMSC TACTICAL team, local hospitals, service providers and cultural community representatives within the three-county area.

### *Minimum Qualifications*

- Experience working with a variety of cultural groups, such as: Tribal Nations, Area Tribes and Tribal Groups, Hispanic representatives and organizations, other cultural community groups.
- Competence with Microsoft Word and similar software programs
- Equivalent experience and education will be considered (verify in resume).

### Desirable Qualifications

- ◇ Experience in program administration.
- ◇ Member of a local cultural group.
- ◇ Education and/or experience with Native American Tribes and Hispanic communities.
- ◇ Familiarity with health care delivery systems on the north coast and the UC-Davis/North Coast EMS TACTICAL Project.
- ◇ Familiarity with North Coast EMS pediatric patient and cultural group emergency medical care needs.
- ◇ Knowledge of issues pertaining to access to medical care in rural areas.
- ◇ Spanish and/or local area Native American speaker.

### **PRIMARY RESPONSIBILITIES**

The primary responsibilities of the Cultural Liaison will be to serve as the project liaison for the TACTICAL EMSC Project for North Coast EMS cultural populations, including Tribal Nations, Hispanic originations and other cultural community groups. The Cultural Liaison will help identify key cultural representatives from throughout the three county area and will serve on the Pediatric Regional Council (PRC). The Cultural Liaison will help coordinate PRC meetings, educational and community events and attend or meet with cultural representatives to help incorporate Native American, Hispanic and other perspectives into the project. This position will be the primary liaison between local cultural populations and healthcare delivery system representatives, and will foster partnerships with area cultural communities on behalf of the EMSC TACTICAL project. The Cultural Liaison will work with the EMSC TACTICAL team and may be expected travel within the regional, state and Washington DC. Other duties may be assigned by mutual agreement.

### **REIMBURSEMENT RANGE AND ESTIMATED HOURS**

The Cultural Liaison will be reimbursed at \$25.64 per hour. This position will have a flexible schedule typically averaging 15-20 hours a week. Meetings with the PRC, site meetings and other events are required but will be planned and scheduled in advance with input from the Cultural Liaison. Overlap with North Coast EMS office hours to include periodic face-to-face meetings will be expected. Funding beyond May 31, 2015 is anticipated pending federal continuation of the TACTICAL project, but not after May 31, 2016 when the project ends. No benefits or taxes (including Social Security) will be paid. Responsibilities will include travel as needed, which will be reimbursed according to agency policies. This is an independent contractor position.

## **SELECTION PROCESS**

A **resume** (or curriculum vitae), complete with references, **and a letter of interest** are **due at North Coast EMS, 3340 Glenwood Street, Eureka CA 95501, by 3:00 p.m. on or before Wednesday July 2, 2014.** These may be mailed in, dropped off or submitted to Rhiannon@northcoastems.com via electronic mail. Resumes and interest letters received after 3:00 p.m. on July 2, 2014 (including postmarks) will not be accepted. Please call (707) 445-2081 if you have any questions.

Resumes and interest letters will be reviewed by a screening committee on the basis of experience related to the job requirements and perceived ability to serve as the EMSC TACTICAL project Cultural Liaison. The most qualified candidates will be interviewed by a selection panel consisting of TACTICAL team members. Due to the sensitivity of duties, a Department of Motor Vehicle Department driving record and/or Department of Justice fingerprint check may be required prior to contract execution.