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Job Posting

Injury Prevention Coordinator for the Central Mountain Regional Emergency Trauma Advisory Council

The Central Mountains Regional Emergency Medical and Trauma Advisory Council (CMRETAC) is a 501-c-3 located in the mountainous region of Colorado. The region is a 6 county area (Chaffee, Eagle, Lake, Park, Pitkin, Summit) in the central portion of Colorado. Our primary mission is to ensure proper care for the sick and injured in our area with a focused base of prevention. (Please visit www.cmretac.org for additional information). Our council meets 6 times a year with sub groups or sub committees that work on project specific areas in the interim. Our area experiences large fluctuations in population seasonally as well as daily. We host numerous large-scale special events and have a high degree of recreational activities and traffic.

The Central Mountains RETAC will hire an employee to work with our existing safety and prevention groups to address target areas of Chaffee, Eagle, Lake, Park, Pitkin and Summit Counties. The goal of the program will be to provide guidance and direction based on best practices of the Safe Kids Coalitions to create the coalition. Programs such as Think First, Child Passenger safety and other type prevention programs shall be a focus for the contractor.

Application Period: September 3rd- September 18th. Please forward resumes and supporting documents via email to Melody@cmretac.org.

Services

Services that will be expected of the employee include:

1. Conduct a needs assessment for the region, defining highest priority prevention needs to the various local areas.
2. Develop and implement strategic plan based off of needs assessment
3. Create evaluation plans for all activities.
4. Media – develop contacts for media coverage of prevention activities and provide updated consistent messaging
5. Coordinate with injury prevention programs, services and activities to ensure that needs are met or programs have representation
6. Develop goals and objectives based on strategic plan.
7. Documentation of program activities.
8. Develop partnerships for fundraising activities, including: grant writing, major gifts, and corporate sponsorships.
9. Work with regional ThinkFirst and Safe Kids efforts.
10. Serve as chief liaison with other prevention and wellness organizations, private and government agencies, and other potential collaborators on behalf of the CMRETAC.
11. Provide technical assistance and training to EMS Agencies,

hospitals, counties, corporations, community groups, schools and citizens regarding injury prevention.

12. Participates in Statewide Meetings including State Emergency Medical and Trauma Advisory Council (SEMTAC).
13. Attends seminars, workshops, and educational opportunities as approved and as budgetary constraints allow.
14. Participates in the local Prevention Committees within the CMRETAC.

Minimum Requirements

The candidate must possess the following:

1. Interest and experience in the Health Care System (i.e. Emergency Medical Services, Hospitals, Clinical Practice or Research)
2. Valid Colorado Drivers' License
3. Background and experience in Public Health and evaluation programs
4. Ability to communicate effectively through electronic and public settings

The following additional items are preferred but not required:

1. Licensed or certified in the Health Care Field
2. Bachelor's Degree in any field
3. Successful experience in grant writing.
4. Familiarity with Healthcare or Prevention Coalitions

Time Requirements

This position is a part time position at 20 hours a week. This position has the availability to expand to full time with supporting grant funding.

Employee

Employee selection will consist of a combined committee from CMRETAC Membership.. The Injury Prevention Coordinator will work with the Executive Director and the Board President of the CMRETAC and performance will be monitored through these positions.

Submittal Requirements. All applicants shall include at a minimum the following information in this order:

1. Letter of introduction and overview of abilities.
2. Qualifications and experience of applicant, including resume or CV, particularly as it relates to the minimum and preferred qualifications noted above.
3. Names, qualifications and experience of all of applicant's employees and/or previous contracts.
4. Other supporting documents