



Job Title	<i>Director – Medical Support</i>
Reports To	<i>Chairman of the Board</i>

Job Purpose:

The Director for Medical Support has overall responsibility for making decisions about medical flight eligibility and for coordinating personnel and equipment resources to support the medical and safety needs of Veterans participating in flight day

Duties and Responsibilities:

The Director for Medical Support is responsible for the following tasks:

- Provides oversight to the Medical Flight Managers, Medical Reviewers, Oxygen, Data, and PT Guardian Coordinators to ensure that all medical preflight activities are complete and the Medical Flight Team is prepared for flight day. This includes
 - Frequent communication with Medical Flight Managers and Coordinators to ensure timelines are met and flight resources have been secured
 - Coordination of all medical activities for Spring and Fall Veteran Orientation/Guardian Training
 - Collaboration with the Medical Flight Managers to select, brief and provide all necessary documentation to the Medical Support Team for flight day
- Oversees “Their Last Chance” (TLC) program
- Communicates pre-flight information with flight MD as needed
- Availability to communicate with the Medical Support Team throughout flight day
- Oversees Medical Welcome Home Ceremony for Veterans medically unable to fly
- Maintains volunteer roster and records medical-related volunteer hours
- Communicates regularly with Medical Flight Managers, Oxygen Coordinator, Medical Reviewers, and other medical volunteers as needed
- Communicates throughout the flight season with Director Administration regarding Veteran roster changes
- Communicates necessary Veteran/Guardian flight-day needs to Flight Coordinator
- Communicates necessary Veteran/Guardian medical information to Mobility Coordinator - Send Off / Welcome Home for plane loading / unloading planning purposes
- Creates, updates, and maintains Standard Operating Procedures (SOPs) for relevant coverage areas.
- Attends a minimum of seventy-five percent (75%) of BHF meetings in person or electronically per year. Required meetings include Flight Team meetings, Volunteer meetings and any other Board meetings scheduled outside the regular monthly meetings.
- Provides monthly committee report in advance of Board and Flight Team meetings and other documentation as requested

Qualifications:



The Director for Medical Support must display the following qualifications, skills and traits:

- Current licensure as a medical professional (e.g., MD, RN, PT, etc)
- Knowledge of medical terminology and medications
- Leadership skills
- Management Experience
- Understanding of medical confidentiality
- Strong communication skills (verbal and written)
- Proficiency in Microsoft Word, Excel, and SharePoint
- Attention to detail
- Time management
- Organization
- Self-motivation
- Responsibility

Working Conditions:

The Director for Medical Support will need to provide his/her own computer, laptop or tablet and a printer along with internet and email access. Although BHF utilizes Microsoft Office 365 for daily tasks and document storage, a personal license to Office products is recommended.

Depending on the needs of the Medical Support Team, the Director for Medical Support may be required to fly on flights and participate as a member of the Team

The Director for Medical support is a volunteer, unpaid position requiring a 3-year commitment; 2 years as an active Director and 1 year as emeritus in a support role.

BHF does not have a physical office, so daily support is provided remotely from a personal residence or office location.

BHF does not reimburse staff for airport parking or mileage. The time commitment for this position varies month to month and is greatest during the spring and fall flight seasons, during which time the commitment may be 20 or more hours per week

Physical Requirements:

There are no specific physical requirements for this position.

Direct Reports:

The following positions report to the Director of Administration:

- Medical Flight Manager (2)
- Medical Reviewer and Data Entry (4)
- Data and Spreadsheet Coordinator (1)
- Oxygen Coordinator (1)
- PT Guardian Training Coordinator (1)