

FRUITA
COLORADO

**CITY OF FRUITA
BOARDS AND COMMISSIONS
MEMBERSHIP APPLICATION**

BOARD OR COMMISSION: Livability Commission.

NAME: Jessica Ruffule

MAILING ADDRESS: 965 Sabil Dr

Fruita CO 81521
City State Zip

RESIDENCE ADDRESS: _____

PHONE NUMBER: 9707539035

Home Work

E-MAIL ADDRESS: jmruffule17@gmail.com

How long have you been a resident of Fruita? All but 10 years of my life 31 yrs.

Occupation/Employer: Currently finishing school

List any volunteer and/or work experience:

Department of Defence Volunteer - Baumholder Germany.
Race Coordinator - Nephew Foundation
Service to Amfars Ambassador - Screening and Engagement Rec.

Are you presently serving on a board or commission? If so, which one(s)?

No, I am not currently serving.

Why do you want to be a member of this board or commission?

I would like to get more involved in the community, gain new skills and share a diverse viewpoint. Hoping to work towards a leadership position.

List any abilities, skills, or interests which are applicable to the board or commission for which you are applying.

would like to be able to help connect the community and improve matters that effect the quality of life in Fruita to help make it a great place to be for all ages.

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Are you committed to attending meetings?

☒ Yes

☐ No

Are you committed to serving an entire term?

☒ Yes

☐ No

Please specify any activities which might create serious conflict of interest if you should be appointed to a particular board or commission. (If unsure, please call the City Manager's office at 858-3663)

none that I know of.

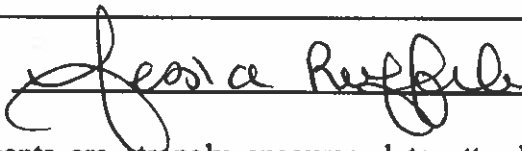
List any licenses, certificates or other specialized training applicable to the board or commission for which you are applying.

Paralegal Degree, CNA / EMT, Fundraising,
Community Organizer.

Additional information or references you believe may be helpful in considering your application.

References Available
Can email them to you

Signature



Date

Nov 10, 2022

All applicants are strongly encouraged to attend a regularly scheduled meeting of the board or commission for which they are applying. Frequent non-attendance may result in termination of the appointment.

ATTACHMENTS TO APPLICATION MUST BE LIMITED TO TWO PAGES

Please feel free to submit a resume along with this application. Application and any attachments should be returned to the Fruita City Council c/o the City Clerk, 325 E. Aspen, Fruita, CO 81521. Although we have indicated the best time to apply for a particular board, we accept applications for any of the boards year-round. Thank you.



Jessica Ruffule

970.753.9035

ruffulefamily@yahoo.com

Highlights

Bachelor of Science.
Hospital
Administration; To be
completed 2022

28 years' experience as
a practitioner in health
care and medical
program management

Military, support and
spousal duties

Strong innovative
leadership with outside
the box thinking

Health and Culture
manager focusing
internal and external
compliance and
stewardship.

A leader developing
processes, functional
design, marketing,
strategic planning,
project management,
public relations, and
professional
networking.

Exceptional client and
partner relationship
management.

Honorable origins as a
Candy Striper.

Data management
experience
documenting
compliance, progress,
hazards, and material
information.

Giving through service
on multiple volunteer
events and
organizations.

Program Administration • American Red Cross • Colorado Canyons Hospital and Medical Center • UPS Grand Junction • Department of Defense • Landstuhl Regional Medical Center • Baumholder Germany Chapel • Nephcure Foundation • Professional Retail Merchandising Services Inc.

Manage administrative functions within the department to include assisting HR Manager with recruitment, hiring, and completion of new-hire administration processes. Address Employee Relations issues, such as harassment allegations, work complaints, or other employee concerns, resulting in 100% adherence to the company's policy with a warm calm confidential demeanor. Conduct exit interviews ensuring all necessary employment paperwork is completed accurately. Conduct reference and background checks and verification of job applicants efficiently. Confer with upper management to develop or implement personnel policies and procedures. Streamline, develop or implement recruiting strategies to meet or anticipated staffing needs. Interview job applicants to obtain information on work history, training, education or job skills and process hiring-related paperwork in an efficient manner. Schedule and conduct new employee orientation to inform new employees of details such as duties, responsibilities, compensation, benefits, working conditions, and promotion opportunities. Interpret and explain human resources policies, procedures, laws, standards, or regulations. Maintain and update human resources documents, such as organizational charts, employee handbooks or directories, or performance evaluation forms. Perform search for qualified job applicants using sources such as computer databases, networking, internet recruiting sources, media advertisements, job fairs, recruiting firms, or employee referrals. Detailed knowledge of Account Tracking. Recommends new approaches, policies, and procedures to effect continual improvements in the efficiency of the department and services performed. Program support and acts as a local liaison on behalf of the Red Cross. Promote the recruitment of volunteers and donations of financial and material resources in accordance with facility needs. Attend and participate in quarterly VAVS meetings, serve on VAVS Sub-committees and task groups, and assist with improving the overall VAVS program. Coordinate with the VAVS Program Manager to perform the Annual Joint Review (AJR). Maintain records and submit reports as required by the Red Cross and VA. Share VAVS committee voting privileges with appointed deputy as needed. Attend quarterly phone meetings with the assigned Red Cross National Deputy and Division Staff.

Health Care Support • Veterans Administration Community Hospital • Colorado Canyons Hospital and Medical Center • Hilltop Life Adjustment Program • Family Health West • Memorial EMS • Landstuhl Regional Medical Center

Preparing equipment and supplies needed to administer anesthesia to patients, help transport patients to and from the operating room, clean/sterilize equipment and ensure equipment is functioning properly. Other duties as needed. record and track all post-operative patient's data daily and compile a weekly spread sheet that will go into a monthly report to upper management. Using MEPRS codes for tracking and billing and inputting data into complete spread sheet. responsible for and to oversee the day-to-day management, staffing, organization and smooth running of the nursery, clinic, and operations. Communicate with parents and military community members and successfully orchestrate an education program and report to chaplain. Treated injuries and/or illness using advanced life support techniques and medications. Trained to perform triaging of patients and management of mass casualty situations. Utilized specialized communication equipment to consult with physicians and/or notify hospitals of patients' condition.

Completes detailed documentation on patient care and transport. Understand and uses appropriate state and federal regulations pertaining to EMS, confined space, hazardous materials, incident command system, blood borne pathogens, airborne pathogens, and controlled substances. Providing direct personal care and hygiene assistance to clients, following the assigned clients' individual Master Plans. Preparing and distributing medications as outlined by the Colorado Department of Public Health and Environment. Understanding and strictly following all applicable Hilltop, Life Adjustment Program, and State and Federal rules, regulations, policies, and procedures. Completing required documentation promptly, accurately, and legibly. Maintaining professional behavior with co-workers and outside agencies. Planning, assisting and participate in community based recreational activities on and off campus. Accurately and thoroughly document medical visits and procedures in EHR as they are being performed by the physician. Ensures medical records, laboratory reports, radiological images, and other patient records are properly completed and secured, but readily available to physicians, nurses, and other health care provider. Registration and administrative activities. Facilitate diagnostic tests and referrals to medical specialists. Carry out procedures to admit, transfer, or discharge patients. Input patient information into a computer system and verify necessary physician referrals and insurance authorizations. Make sure that clients properly fill out and sign all relevant insurance and hospital release forms. Collecting insurance information, explaining hospital forms and financial options.

Nonprofit Program and Event Coordinator • American Red Cross • Nephcure Foundation • Department of Defense

Promote a culture that supports volunteerism through volunteer appreciation and recognition. Maintain records and submit reports as required by the Red Cross and VA. Facilitate volunteer placement and supervision in coordination with the VA Program Manager. Prepares for screening interviews following standardized training protocol. Matches volunteers to positions for which they are best suited, based on skills, interest, availability and available options. Updates Volunteer Connection, Red Cross' online volunteer management system, with candidate information and makes referrals as required. Ensure all potential VA Voluntary Services (VAVS) volunteers are registered with the local Red Cross unit, receive volunteer orientation, are assisted with the VAVS application and placement and receive information on volunteer opportunities with the VA. Planned and executed large scale fundraising race event. Handled federal guidelines for a nonprofit and providing and explaining tax form information to company supporters. Budgeting and tracking all funding and donations, managing staff, vendors and volunteers for communication and facilitation of pre-race activities, Race Day activities and post-event follow-up. Responsible for all sources of race revenue and programs including Sponsorship, Pledge Program, Teams program. Coordinate with Race Chair and Race Contract Production Manager as well as various committee chairs to ensure operations, logistics, vendor relations, and volunteer support. Worked with community and together raised 10,000 dollars to support the military family.

Education and Training

Bachelor of Science; Medical Office Management

Ashworth Community College

Associates degree; Paralegal

Ashworth Community College

Sigma Six Lean; yellow belt

Certified Nursing Assistant Licensing

Radiology Certification

Emergency Medical Service Technician Certification

Military Family support service and relocation resources