

Benzie County EMS

EMS Director Job Description

SUMMARY OF DUTIES:

The Director is responsible for the day-to-day operations and administration of the Benzie County Emergency Medical Services. Plan, organizes, coordinates and evaluates functioning of ambulance service; conducts training and supervision of staff in order to insure delivery of consistent high quality care; develops written protocols, policies and procedures; organizes, coordinates and evaluates all functions of the ambulance service; represents the department and county at local and regional meetings; prepares and manages the budget; prepares and presents regular reports to the Benzie County Commissioners; overall responsibility for clinical care, staffing, program planning, maintenance of vehicles, equipment and facilities.

SUPERVISED BY:

Works under the direct supervision of the Benzie County Administrator.

SUPERVISES:

Directly supervises all EMS operations and staff

ESSENTIAL DUTIES AND RESPONSIBILITIES:

- Ensure patient and employee safety in all areas of operations
- Respond to calls involving emergency medical, fire and hazmat incidents, and may have command and control responsibilities; respond to non-emergency calls to assist the public and other response agencies.
- Oversee staff issues to include disciplining and coaching of employees, encouraging continuing education and professional development; providing work-related training.
- Recommendations to the Benzie County Board of Commissioners for purchase or acquisition of ambulances and other large capital investments.
- Provide public relation information and training for the citizens of Benzie County
- Ensure all Benzie County EMS protocols, policies, and procedures are followed by all staff members.
- Oversee training and mentoring for new employees in the areas of essential duties and responsibilities as outlined in the EMS position job descriptions.
- Develop and update policies and procedures
- Oversee and ensure on-going education, training and mentoring of EMS staff.
- Coordinate the review patient reports and billing forms to assure adequate and accurate documentation of services.

- Maintain patient confidentiality and oversee HIPAA laws and regulations.
- Maintain and secure staff records
- Maintain up-to-date knowledge of federal and State laws, rules and regulations related to aspects of EMS.
- Prepare, monitors and works within the approved budget
- Ensure all licenses, certifications, and documents are current and in place.
- Maintain certifications, skills and knowledge needed to function at the Paramedic level.
- Represent Benzie County in a variety of local, county, state and other meetings.
- Maintain positive working relationships with Paul Oliver and Munson Hospital physicians and staff, law enforcement, public works, fire, volunteer agencies, and any other agency as deemed necessary.
- Maintain station facilities, grounds, ambulances and equipment by performing light and heavy general cleaning, mowing and maintenance.
- Maintain knowledge of county geography, streets, roads and buildings.
- Ensure compliance will all Medical Control rules, policies and directives.
- Must have or recently had (within 1 year) full level of function as a full time paramedic in a transporting ALS service.
- Ensure compliance for the entire EMS operation in regards to the State of Michigan Department of Health and Human Services/EMS Inspection Division.
- Ensure all run reports filed by personnel are completed within the required time period to ensure full revenue is received.
- Must possess strong communication skills that will allow effective communication with staff, EMS Advisory Board, Board of Commission, Administration, Department Heads and citizens.
- Other duties and assigned.

DESIRED MINIMUM QUALIFICATIONS:

- Bachelor's in Business or related medical field.
- Five (5) years of experience in Advanced Life Support or an equivalent combination of education and experience is preferred
- Current valid Michigan Paramedic Certification
- Current valid Michigan Certified EMS Instructor/Coordinator
- Current valid Michigan driver's license
- Current Emergency Vehicle Drivers Training Certification
- Current Advanced Life Support Certification, instructor/coordinator certification preferred
- Current trauma training required (ITLS, PHTLS, or equivalent), instructor certification preferred
- Current pediatric training required (EPC, PEPP, or equivalent), instructor certification preferred
- Supervisory experience a plus

Physical Demands:

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. The work is performed while intermittently sitting, standing, walking, bending, crouching, kneeling, climbing and descending stairs, balancing, stooping, and reaching. The work is often performed while wearing PPE and could be while carrying additional equipment. The ability to use hands to operate objects, tools or controls is necessary. The employee will be able to complete the department's approved physical agility assessment.

WORK ENVIRONMENT:

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. The work is typically performed in an office, stockroom, outdoors and at the scene of emergency incidents. The employee may be exposed to fire, smoke, noise, dust, dirt, grease, machinery with moving parts, contagious or infectious disease or pathogens, irritating chemicals, and occasional hot, cold or inclement weather. The work requires the use of protective devices such as masks, goggles, gloves, and all protective clothing associated with EMS operations.