

DIRECTOR OF EMERGENCY MEDICAL SERVICES

STATEMENT OF DUTIES:

Performs administrative duties in planning, organizing and directing the Emergency Medical Services (EMS) Program for Alcona County, Michigan.

SUPERVISION:

Works under the general supervision of the Alcona County Board of Commissioners.

ESSENTIAL DUTIES AND RESPONSIBILITIES:

- Ensures patient and employee safety in all areas of operations.
- Responds to calls involving emergency medical, fire and hazmat incidents.
- Assures the integrity of the security and accountability system for controlled substances and other drugs and equipment used by staff.
- Reviews and approves patient care reports and billing documents to insure accurate documentation of services.
- Maintains patient confidentiality to comply with HIPAA laws and regulations.
- Works closely with the Medical Examiner and Medical Control to develop and update protocols.
- Maintains current knowledge of Federal and State laws, rules and regulations related to Emergency Medical Services.
- Develops and updates EMS protocols, policies and procedures.
- Ensures that staff comply with all EMS protocols, policies and procedures.
- Oversees staff to encourage continuing education, work-related training and professional development.
- Oversees training and mentoring of new employees in the area of essential duties and responsibilities.
- Ensures that all licenses, certifications and documents are current.
- Prepares, monitors and works within an approved budget.
- Maintains and secures staff records.
- Maintains certifications, skills and knowledge to function at the paramedic level.
- Provides recommendations to the Board of Commissioners for major purchases or acquisitions of ambulances, supplies and equipment.
- Ensures that station facilities, grounds, ambulances and equipment are maintained appropriately.
- Represents Alcona County at various County, State and local meetings.
- Maintains knowledge of County geography, streets, roads and building.
- Other duties as may be required.

QUALIFICATIONS AND REQUIREMENTS:

- Minimum twenty-one (21) years of age at time of hire.
- Valid Driver's License.
- Completed College or University medical courses, desired.
- Michigan Paramedic Certification.
- EMS instructor certification, preferred.
- Five years' experience in Advanced Life Support or an equivalent combination of education and experience is preferred.
- Supervisory experience a plus.
- No felony conviction or disqualifying criminal history.
- Salary based on qualifications and experience.