

IMMEDIATE OPENING

Emergency Medical Service (Ambulance) Director: Marion County has an immediate opening for EMS Director. Must have current Kansas Paramedic certification. At least 5 years EMS experience required. At least 5 years supervisory or management experience preferred, preferably in EMS or related field. BEMS Certified Instructor Coordinator preferred (required after hire). Must have valid driver's license. NIMS ICS 100, 200, 300, 400, 700, and 800 preferred. Background check required.

For full job description and application, contact the Marion County Clerk's Office, 200 S. Third St., Suite 104, Marion, KS 66861. 620-382-2185. coclerk@marioncoks.net.

More information is available at www.marioncoks.net. Click on the information link/employment.

Online application process available at www.hrepartners.com.

Open until filled. EEOE.

(see next page for job description)

EMERGENCY MEDICAL SERVICE DIRECTOR

Rev 11-15

Department: Emergency Medical Services
Reports To: County Commission

Position Summary

Under the supervision of the County Commission, the Emergency Medical Service Director is an exempt position under the FLSA. This position is an administrative and supervisory position responsible for the coordination and supervision of all aspects of the department. The Director ensures compliance with Kansas Board of EMS regulations, policies and procedures that are necessary to meet all accrediting regulations as well as County policies. The EMS Director actively participates in outstanding customer service and accepts responsibility in maintaining relationships that are equally respectful to all. The Director is responsible for the overall operation of a volunteer emergency ambulance service providing various levels of patient care. The EMS Director holds an important administrative post involving immediate responsibility for the development and administration of emergency medical services. The EMS Director or their designee shall serve as part of command staff at a time of disaster or crisis in the County. The EMS Director holds a key position in assuring the health and safety of the citizens of Marion County, and works with various health, fire, and law enforcement agencies to provide continuing education, stress management, and public relations for emergency services. The EMS Director works with a staff of EMS state certified and clerical personnel.

Essential Functions *(The specific statements show in each section of this description are not intended to be all inclusive. They represent typical elements and criteria considered necessary to successfully perform the job.)*

- * Ensures departmental compliance and maintains a quality control program to comply with organizational, departmental specific policies/procedures, safety and health standards and state/federal regulations and accrediting agencies;
- * Abides by the Health Insurance Portability and Accountability (HIPAA) privacy and security regulations regarding all aspects of Protected Health Information (PHI);
- * Plans, directs and exercises complete supervision over the personnel in the department (volunteer and full time);
- * May teach EMT, CPR, First Aid and other classes;
- * Recruits, hires, trains, evaluates, disciplines and terminates department employees;
- * Serves as part of Command staff for the County and may take command and direct rescue and EMS activities at major incidents;
- * Develops long and short term goals and objectives for the department;
- * Develops and enforces policies and procedures in accordance with professional standards to ensure continuity of services and department efficiency;
- * Develops and administers the department budget and submits monthly vouchers for payment;
- * Prepares and maintains monthly and annual reports;
- * Works closely with Medical Director and Medical Advisory Board in the development of new protocols;
- * Attends County Commission meetings;
- * Attends Marion County EMS Medical Advisory Board meetings;
- * Coordinates continuing education, stress management and quality assurance for crews;
- * Works with crew captains in various locations to coordinate schedules;
- * Collaborates with hospital staff and other emergency agencies to provide excellent patient care;
- * May be called upon to perform direct patient care;
- * Has a good knowledge of insurance billing rules and regulations and oversees staff responsible for billing;
- * Oversees maintenance of department vehicles and equipment;
- * Oversees the ordering of supplies and equipment;
- * Assists the public with complaints and concerns;
- * Maintains files on all department activities and personnel according to Kansas Statutes;
- * Assists with disaster planning, training, and drills;
- * May fill in occasionally when necessary for EMS units;

- * Serves on Local Emergency Planning Commission;

Marginal Functions

- * Other related duties as deemed necessary or as assigned.

Emergency Medical Service Director Minimum Position Requirements

Experience: At least five years of emergency medical services experience required. At least five years supervisory or management experience required. (EMS Specific preferred). Extensive EMS operational knowledge including regulations and requirements of accrediting agencies, and applicable state and federal laws. (Or an equivalent combination of training and experience which provides the required knowledge, skills and abilities.) Employee is expected to have acquired the necessary information and skills to perform the job reasonably well after one year in the position.

Education: Current Kansas Paramedic Certification required. Bachelor's Degree preferred. Incident Command System (ICS) 100, 200, 300, 400, 700 and 800 required within one year of hire. BEMS Certified Instructor Coordinator or Training Officer II preferred (required after hire).

Skills: Thorough knowledge of current emergency medical services procedures, state and federal laws governing patient information confidentiality, and insurance billing procedures. The ability to interpret and analyze information and evaluate alternatives. The ability to develop and organize staff and work. Strong leadership and personnel management skills. Excellent communication and interpersonal skills. Knowledge of budget preparation and the ability to understand financial reports. The ability to operate emergency medical vehicles and equipment, rescue equipment, radios, and office equipment. Requires a valid driver's license.

Problem Solving: Extensive and frequent problem solving exists in this position. Problems include scheduling volunteer personnel, monitoring use of medications, vehicles and equipment, budget allocation, employee discipline, federal and state mandates and handling citizen concerns and complaints.

Decision Making: Extensive decision making exists in this position. Decisions include vehicle and equipment repairs or replacement, command decisions and patient medical care decisions.

Accountability: Employee is responsible for budgetary control of the department and participates in the annual department budget process. Responsible for medications, equipment and confidential information.

Supervision: Little or no direct supervision is provided by the County Commission and job related decisions are seldom reviewed. Employee has supervisory responsibility over office and EMS personnel. Carries out supervisory responsibilities in accordance with county policies and procedures. Responsibilities include interviewing, hiring, terminating and directing work, appraising performance, rewarding and disciplining employees and addressing complaints and resolving problems.

Personal Relations: Continual contact with other county departments, the general public, regional and state agencies and other medical and/or emergency organizations including those in neighboring counties.

Working Conditions: Adverse weather, hazardous materials, blood-borne pathogens, and communicable diseases are factors in this position. Possible exposure to chemical and biological hazards. Physical labor is required.

Physical Requirements: When working in disaster situations or training, employee may be required to perform physical exertion to manually move, lift, carry, or push extremely heavy (200 pounds or more) objects or persons. The ability to exchange or express ideas by means of communication. Conveying and receiving detailed or important instructions to and from workers and the general public. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions of this position.