

Belleville Area EMS

Job Description – EMS Chief

Reporting Relationships:

Reports to: EMS District Board

Supervises: Directly supervises all EMS operations, employees and volunteers

Salary status: Salaried, exempt

Position Summary:

The EMS Chief is responsible for day-to-day operations and administration of the EMS department. Plans, organizes, coordinates and evaluates all functions of the ambulance service; conducts training and supervision of employees and volunteers in order to ensure delivery of consistent high-quality care; develops written protocols, policies and procedures; represents the department at local and regional meetings; prepares and manages the budget; prepares and presents regular reports to the EMS district board; overall responsibility for clinical care, staffing, program planning; maintenance of vehicles, equipment, and facilities. The Chief will regularly serve as ambulance crew leader or crew member in order to ensure delivery of consistent high-quality emergency medical services whenever requested.

Minimum Requirements and Qualifications:

1. Associates degree or Bachelor's degree is preferred.
2. State of Wisconsin Advanced EMT, with Paramedic preferred, maintained throughout employment.
3. Minimum 5 years of ambulance or hospital-based patient care experience required. Minimum of 2 years field experience at the Paramedic or Advanced EMT level within the past 5 years is required.
4. Minimum 2 years demonstrated experience providing leadership in EMS or other public safety agencies.
5. Completion of NIMS/ICS training levels ICS-100, ICS-200, and ICS-700 within 6 months of hire.
6. Valid Wisconsin driver's license and insurable by district's insurance carrier.
7. EVOC certification obtained within 6 months of hire, and maintained throughout employment.
8. Must be eligible for local agency credentialing, and maintain credentialing throughout employment.
9. Experience in delivering EMS training, mentoring and on-boarding of new staff.

Duties and Responsibilities:

1. Act in accordance with current agency/organization Standard Operating Guidelines (SOGs), Standard Operating Policies (SOPs), and physician-approved medical protocols. Ensure compliance with all Medical Control rules, policies, and directives.
2. Oversee all staff issues and apply the necessary discipline and coaching of staff. Encourage continuing education and professional development of staff and provide work-related training.
3. Make recommendations to the EMS District Board for major purchases or acquisition of ambulances and capital expenditures.
4. Coordinate the review of patient care reports and billing forms to assure adequate and accurate documentation of services.
5. Maintain all required organizational documentation.
6. Maintain up-to-date knowledge of state and federal laws, rules, and regulations related to EMS.
7. Establish annual goals and objectives for the organization.
8. Prepare, monitor, and work within the approved department budget.
9. Ensure all licenses, certifications, and documents are current for both organization, and staff.
10. Represent the department at local, county, state, and other meetings.
11. Maintain positive working relationships with leaders of the municipalities within the EMS district, the department medical director, area hospitals, law enforcement, public works, fire, other volunteer agencies, and any other agency as deemed necessary.
12. Coordinate the maintenance of station facilities, grounds, ambulances, and equipment to allow Belleville Area EMS service to meet established goals and objectives.
13. Ensure compliance with all applicable local, state, and federal laws and regulations.
14. Ensure all run reports filed by personnel are completed correctly within the required time period.
15. Coordinate ambulance billing process with third-party billing agency to ensure timely and accurate collection of revenue.
16. Other duties as needed or assigned.

Special Knowledge, Skills and Abilities:

1. Demonstrate initiative, critical thinking, and problem-solving skills
2. Demonstrate written and oral communication skills at all levels of the organization (Staff, Board Members, Community members, other EMS Professionals)
3. Ability to work independently.
4. Competent with Microsoft Office, Windows, Image Trend Elite, and other software applications.
5. Demonstrate ability to drive constant improvements in themselves and the people they supervise.
6. Ability to show good judgement in all situations.
7. Ability to work in stressful situations.
8. Experience in selecting and hiring staff.

Physical and Working Conditions:

1. Ability to lift/carry and ambulate with the agency/organization's medical equipment, bags, and supplies in an approved/recommended fashion.
2. Ability to frequently lift and/or move 25 pounds without assistance and occasionally lift and/or move up to 100 pounds with the assistance of an additional crew member.
3. Ability to operate patient movement equipment (cot/stretchers, stair chair, longboard/backboard, scoop stretcher, etc.) in an acceptable single-person or multiple-person scenario, according to manufacturer recommendations.
4. Must be able to safely and efficiently complete physical activity commonly encountered as an EMT. Examples include entering and exiting the ambulance, lifting/carrying equipment and patients over uneven terrain as well as up and down stairs, performing continuous chest compressions according to agency standards. A physical agility test will be required.
5. Will be subject to functioning and making decisions in high-stress situations involving potentially life-threatening conditions related to your patient(s).
6. Ability to operate in situations/environments involving biohazard fluids/substances, sick/ill/injured individuals, and/or otherwise hazardous environments requiring additional personal protective equipment (PPE) or body substance isolation (BSI).
7. Ability to function in all weather conditions.
8. Ability to work in smaller or cramped spaces, including (but not limited to) inside vehicles, small rooms, ambulances, or other semi-confined spaces.

Salary and Work Hours

The annual salary range for this position will be based on experience and qualifications. Benefits include paid vacation, sick time, holiday pay, health insurance, and WRS Protective Class. The Chief will be expected to assist in staffing the ambulance. The work hours will vary from week to week depending on staffing needs.

Residency:

Residency within the district is encouraged but not required.