# **Emergency Medical Service Director**

## **Cuba City Area Rescue Squad**

## Description:

The purpose of this position is to serve as Service Director of Emergency Medical Services (EMS) for Cuba City Area Rescue Squad (CCARS). The EMS Service Director shall be responsible for performing professional level work in planning, coordinating, monitoring, evaluating and overseeing the operations of emergency medical care while ensuring compliance with applicable statutes and administrative rules.

## Essential Functions, Duties, and Responsibilities:

* Applicant will be required to work a minimum of 40 (forty) hours per week. This will typically be a day shift between the hours of 6:00 AM and 6:00 PM
* Will be subject to irregular hours including nights and weekends
* Manage and oversee the day to day functions of an Emergency Medical Service. An example of duties are as follows; but not limited to:
  + EMS scheduling to ensure adequate EMS coverage
  + Assure that EMS professionals are properly licensed and credentialed
  + Work with billing company to ensure all runs are complete and submitted
  + Perform daily apparatus inspection to confirm ambulances are properly stocked and kept in a state of readiness for emergency response
  + Prepare and maintain yearly budget
  + Respond to all types of emergency requests as a member of an ambulance crew
  + Maintain EMS operational plan, policies and procedures to assure they are kept current
* Perform necessary research, planning and submittal for available grants
* Develop and maintain a Quality Assurance (QA) system as the quality assurance designee
* Infection control designee who is responsible for maintaining the infection control program and meeting Occupational Safety and Health Administration standards for blood borne pathogens and safety
* Attend all required trainings, meetings and classes to support Cuba City Area Rescue Squad (CCARS)
* Responsible to coordinate monthly EMS training for volunteer members as the training designee
* Supervise and mentor CCARS volunteers
* Participate in hiring process of volunteers
* Other duties as assigned

## Knowledge, Abilities and Skills:

* Ability to perform the duties of an Emergency Medical Service Personnel to the level of CCARS
* Ability to communicate effectively, both orally and in writing
* Working knowledge and proficiency in Microsoft Suite software applications
* Working knowledge in Wards Elite
* Strong organizational skills
* Strong managerial skills

## Minimum Requirements:

* Current State of Wisconsin EMT-Basic
* BLS CPR for Healthcare Providers
* Valid Wisconsin Driver license with insurable driving record
* Must complete the Emergency Vehicle Operation Class within one year of hire
* Must be able to effectively write and speak in English
* National Incident Management Required Courses (within 1 year of date of hire)
  + IS-100; IS-200; IS-300; IS-700; IS-800
* Two years documented experience as an Emergency Medical care provider
* Two years documented managerial experience or equivalent work experience and/or training/education
* High school diploma or equivalent
* American Heart Association CPR Instructor (within two years of date of hire)

## Working Conditions:

* Exposure to a wide range of communicable diseases
* Working in a wide range of environments and hazardous conditions
* Contact with patients under a wide variety of circumstances
* Subject to varying and unpredictable situations
* Subject to many interruptions

## Minimum Physical Abilities:

* Regular and at times sustained performance of moderately physically demanding work
* Stooping, sitting, kneeling, crouching, crawling, that may involve lifting, carrying, pushing, pulling of moderately heavy objects and materials (20-50lbs)
* Ability to work in confined spaces
* Ability to work at heights

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