

DIRECTOR OF EMS

DESCRIPTION

Under the general supervision and direction of the Chief of Police. The Director of EMS is a full-time, non-sworn position responsible for various EMS-related duties and the overall efficiency and effectiveness of the EMS department. Carries out supervisory responsibilities in accordance with the organization's policies and applicable laws. Responsibilities include interviewing, hiring, and training employees; planning, assigning, and directing work; appraising performance; rewarding and disciplining employees; addressing complaints and resolving problems.

ESSENTIAL DUTIES AND RESPONSIBILITIES -*Essential functions, as defined under the Americans with Disabilities Act, may include any of the following representative duties, knowledge, and skills. This is not a comprehensive listing of all functions and duties performed by the incumbents of this class; employees may be assigned duties which are not listed below; reasonable accommodation will be made as required. The job description does not constitute an employment agreement and is subject to change at any time by the employer. Essential duties and responsibilities may include, but are not limited to, the following:*

1. Function as the Texas Department of State Health Services Administrator of Record.
2. Coordinates activities of people involved in rescue, transportation, and care of accident or catastrophe victims, and others requiring emergency medical assistance.
3. Recruits and recommends qualified emergency-trained medical and auxiliary personnel, installation of telecommunication network components, and prepares specifications for acquisition of emergency vehicles.
4. Prepares plan for routine maintenance, inspection, and stocking of medical supplies for the department's emergency vehicles.
5. Maintains records of facilities and personnel and periodically inspects facilities to ensure capability of meeting response area's emergency needs.
6. Acquires and maintains working knowledge of City, County, State, and Federal laws and regulations.
7. Responsible for compliance with and enforcement of company/department policies and procedures.
8. Cooperates with schools and community organizations to encourage public interest in and knowledge of basic and advanced first aid training and assists groups in development and presentation of classes.
9. Ensure that all documentation is transmitted to the third-party billing department in a timely manner.
10. Prepare and maintain the departmental budget, build budget request based on input of employees, researches, recommends and purchases needed equipment and medical supplies.
11. Maintains telecommunication contact with mobile and stationary units comprising emergency service network to coordinate activities of personnel, enlist services of other protective agencies, or provide alternate directions to on scene emergency personnel when planned procedures are not feasible Community outreach programs.
12. Develops quality management plan to ensure that standards of care are met or exceeded by departmental personnel and meets periodically with the Medical Director to review results.
13. Ensures compliance with DSHS rules and regulations applicable to Emergency Medical Service providers and federal HIPAA laws.
14. Keep track of State required paperwork.
15. Supervises the effective operation, utilization, and maintenance of medical equipment and medical supplies.
16. Prepares and compiles various periodic reports and documents for review and analysis.
17. Prepares and submits various reports as required by local, state, and federal governments; oversees filing and maintenance of reports, records, and other documents as required by federal, state, and local law and regulations.
18. Maintains readiness to respond to emergency situations, as required; responds to emergency calls; and coordinates the provision of medical services making assessments and providing emergency medical care.
19. Ensure that staff follow all department policies and applicable laws.
20. Performs other duties as specified by the Chief of Police.

REQUIRED QUALIFICATIONS:

- High School Diploma/GED from an accredited education agency.
- At the time of appointment must be at least twenty-one at the time of application.
- Must possess current EMT-Paramedic Certification.
- 5 or more years of experience in an emergency response/safety related position.
- Ability to work at least a 24-hour rotating shift, which includes weekends and holidays.
- Must possess a valid Class C Driver's license with a safe driving record.
- Applicants selected for hire will be subject to a background investigation and drug/alcohol screen test.

KNOWLEDGE, SKILLS, AND ABILITIES

- Knowledge of department operational needs, policies, and protocols.
- Leadership ability.
- Working knowledge of all ECA, EMT-B, EMT-I or EMT-P level objectives as specified by the Texas Department of State Health Services (DSHS) for current certification.
- Working knowledge of the operation of EMS ambulance vehicle.
- Strong interpersonal and communication skills, ability to interact with multiple layers of organizations
- Ability to conduct all physical and psycho-motor skills necessary for emergency medical care.
- Ability to operate ambulance safely in both emergencies (using lights and siren) and non-emergency modes.
- Ability to remain calm and follow oral and written procedures and instructions clearly and accurately in emergency situations.
- Ability to complete written and/or difficult environment.
- Ability to demonstrate compassion to patients and family and good customer relations skills.
- Ability to effectively manage difficult interpersonal situations and conflicts involving patients, family members, bystanders, and other health care or public safety workers.
- Ability to demonstrate effective and positive interpersonal relationship skills with co-workers and supervisors, in both routine and stressful circumstances.
- Ability to correctly apply knowledge of Basic curriculum, medical protocols, and procedures to patient.
- Skill in oral and written communications.
- Ability to furnish leadership, collaborate and communicate effectively and maintain a positive working relationship with staff, other departments, other EMS agencies, the system's medical director, community physicians, first responder agencies, and City Leaderships.
- Ability to utilize multiple projects simultaneously.

Job Information

- **Job ID:**01012025
 - **Location:** Surfside Beach, Texas, United States
 - **Position Title:** Director of EMS
 - **Company Name:** The Village of Surfside Beach
 - **Job Type:** Full-Time
 - **Pay Range:** \$24.00 - \$27.00 Hourly
 - **Required Travel:** 0-10%
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