

Job Title: Emergency Medical Services Coordinator
Job Classification: EMS Coordinator II/III
Pay Rate: \$43,804 - \$56,825+ DOE
Department: Emergency Medical Services, City of Craig
Immediate Supervisor: City Administrator
Date Revised: June 2023

Position Summary

Under the general direction of the City Administrator, the Emergency Medical Services Coordinator is responsible for the overall readiness of all EMS staff and volunteers, equipment, supplies, and materials. The EMS Coordinator shall schedule EMS personnel, maintain EMS records, coordinate Fire/EMS reports, order supplies and equipment, assist the volunteer fire chief and fire department as needed and ensure a general orderliness and cleanliness of the EMS facility and response vehicles. The EMS coordinator shall write and manage grants related to fire, EMS, and emergency management. The EMS coordinator shall (working with the city planner) prepare and maintain emergency planning, training, and exercises for the city.

Duties & Responsibilities

Facilitate Emergency Medical Services for the City of Craig

- Manage volunteer medics including, but not limited to certifications, personal information and availability, scheduling, regulations.
- Assign on-call time to employees and volunteers on the EMS squad roster.
- Manage department certifications including, but not limited to:
 - CLIA Laboratory Certification
 - Alaska State Certification
 - BLS/ ALS Certification requirement's
 - Vehicle / Driver
 - Personal Vehicle blue light / insurance requirements
 - Bio hazard - Disposal requirements
 - Equipment calibration certifications; AED qualified to run.

Department Quality Assurance

- Manage weekly run review sections with sponsoring physician, training officer, and employee EMT.
- Conduct team review meetings with crew on board to discuss possible ways to improve call processes, and/or change immediate issues with call processes.

- Directly manage issues/concerns regarding our calls and/or volunteers with medical centers.

Team Training

- Schedule and direct EMT classes by facilitating teaching aids and testing on current material.
- Schedule and direct ETT classes by facilitating skill sessions and monitoring tests for volunteers.
- Manage community training & outreach
- Assist with printouts and reporting for Fire Department

Vehicle/Building Maintenance

- Ensure ambulances are in operating condition, clean and orderly, sanitary, and well stocked with all necessary equipment.
- Maintain documentation of all maintenance records and scheduled maintenance.
- Ensure the general cleanliness and organization of the EMS office and the EMS section within the Craig Fire Hall.
- Work with EMTs to ensure outdated materials are disposed of properly and as needed.
- Work with EMTs to ensure proper disposal of all Bio-Hazard materials collected during the normal day-to-day response of EMS in a safe and orderly manner as outlined by OSHA standards.

EMS Inventory

- Monitor and track use of medical equipment & supplies.
- Secure purchase orders from city hall.
- Work in conjunction with the Treasurer to prepare annual department budget; monitor and stay within appropriated levels for EMS Department.
- Apply for available grants and local funding. Manage grants for department.
- Ensure sanitization of all equipment, materials, supplies, uniforms, and bags belonging to the EMS department.

Billing

- Document run costs.
- Verify that all run sheets are complete, with correct information.
- Enter run data into Aurora state database.
- Notify third party billing service and City Finance department when run sheets have been entered in state database.
- Submit bi-monthly non third party billing to Finance Department

- **Mandatory State Reporting**

- Manually enter all EMS and Fire calls to the state database as required.

Respond to Calls

- Assist responding EMTs during working hours by acting as a driver (or EMT if certified)
- Maintain an on-call schedule within the department to ensure someone is always available to respond to calls.

Qualifications

- High school diploma or the equivalent preferred.
- Have medical billing, medical administration or related experience relevant to the position.
- Must be bondable.
- Must possess a valid Alaska Driver's License.
- Prior work experience must demonstrate reliability, honesty, and the ability to work with others.
- The duties of the EMS Coordinator II/III cover a wide spectrum of responsibilities. The work of the EMS Coordinator is often stressful and requires that independent decisions be made during tense situations.
- Certification as an ETT, EMT 1 or EMT 2 is preferred, but not required.

Knowledge, Skills and Abilities

- Good working knowledge of state and federal laws as they pertain to Emergency Medical Services.
- Must possess sound judgment and decision making skills.
- Must have good communication skills, both orally and in writing.
- Ability to communicate with persons who are under stress or emotionally upset.
- Must be able to make a commitment to the emergency medical services profession and to the public health, safety, and welfare of the community.
- Must be able to maintain personal composure during times of emergency or acute stress.
- Must possess the ability to work with others in a team effort.
- Must maintain a high level of confidentiality
- Must demonstrate self-motivation and good mental and physical condition.

Supervision

The Emergency Medical Coordinator reports to the City Administrator. The Emergency Services Department has certified EMT and administrative staff under their supervision.

Language Skills

Ability to read and interpret documents such as safety rules, operating and maintenance instructions, and procedure manuals. Ability to write routine reports and correspondence. Ability to speak effectively before groups of customers or employees of organization.

Mathematical Skills

Ability to add, subtract, multiply, and divide in all units of measure, using whole numbers, common fractions, and decimals. Ability to compute rate, ratio, and percent, and to draw and interpret bar graphs.

Reasoning Ability

Ability to apply common sense understanding to carry out instructions furnished in written, oral, or diagram form. Ability to deal with problems involving several concrete variables in standardized situations.

Physical Demands

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. While performing the duties of this job, the employee is regularly required to sit, stand, and walk. The employee must occasionally lift and/or move up to 70 pounds.

Work Environment

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. The noise level in the work environment may be moderate to loud.

Position & Benefits

This is a full-time, salary position with the City of Craig. Full medical, retirement, and leave benefits apply as defined in the City of Craig personnel manual. The City of Craig is an Equal Opportunity Employer.

Note: Reference is made to The City of Craig Employee Handbook for subjects not included in this job description. The Handbook takes precedence over this job description.