



JOB OPENING

Posted December 14, 2018

Job Title: Emergency Medical Services Coordinator-I
Pay Rate: \$17.17/hour - \$20.19/hour+, depending on experience
Pay Grade: Grade 3 - 5, depending on experience
Department: Emergency Services Department

Position Summary

Under the general direction of the EMS Coordinator-II, the Emergency Medical Services Coordinator-I is responsible for the overall readiness of all EMS equipment, supplies, and materials. The EMS Coordinator-I shall respond to calls, schedule EMS personnel, maintain EMS records, order supplies and equipment, and maintain a general orderliness and cleanliness of the EMS facility and response vehicles.

Qualifications

- High school diploma or the equivalent preferred.
- Maintain current credentials and teaching certifications including, but not limited to:
 - EMT I or higher.
 - Instructor Level for CPR, First Aid, ETT, and EMT-I, or ability to earn instructor level certifications within time limits set by EMT Coordinator-II.
- Must have at least two (2) years of full-time or volunteer experience, with an advanced working knowledge of ALS skills.
- Have knowledge of medical CPT billing codes.
- 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-I 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.

Applications

Complete job description, qualifications/requirements, and job application are available at Craig City Hall, 500 Third Street, or online at www.craigak.com. Please submit completed applications to hr@craigak.com, or drop off at City Hall. Position is open until filled.

The City of Craig is an Equal Opportunity Employer

Job Title: Emergency Medical Services Coordinator - I
Pay Rate: \$17.17 - \$20.19+ per hour, DOE (Grade 3-5)
Department: Emergency Medical Services, City of Craig
Immediate Supervisor: EMS Coordinator-II
Date Revised: December 14, 2018

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Duties & Responsibilities

Facilitate Emergency Medical Services for the City of Craig

- Assist with managing volunteer medics including, but not limited to certifications, personal information and availability, scheduling, regulations.
- Assist with managing department certifications including, but not limited to:
 - CLIA Laboratory Certification
 - Alaska State Certification
 - BLS/ ALS Certification requirements
 - Vehicle / Driver
 - Personal Vehicle blue light / insurance requirements
 - Bio hazard - Disposal requirements
 - Equipment calibration certifications; AED qualified to run.

Department Quality Assurance

- Assist EMS Coordinator-II with weekly run review sections with sponsoring physician.
- Participate in team review meetings with crew on board to discuss possible ways to improve call processes, and/or change immediate issues with call processes.
- Assist with daily/bi-weekly meetings with sponsoring physician for call-related issues.
- Assist with resolving issues/concerns regarding EMS calls and/or volunteers with medical centers.

Team Training

- Assist with managing and directing EMT classes by providing teaching aids and testing on current material.
- Assist with managing and directing ETT classes by providing skill sessions and monitoring tests for volunteers.
- Assist with community training & outreach
- Assist with printouts for Fire Department

Vehicle/Building Maintenance

- Maintain ambulances by ensuring they are in operating condition, clean and orderly, sanitary, and well stocked with all necessary equipment.
- Maintain documentation of all maintenance records and scheduled maintenance.
- Assist with the general cleanliness and organization of the EMS office and the EMS section within the Craig Fire Hall.
- Ensure outdated materials are disposed of properly and as needed.
- 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

- Assist with tracking use of medical equipment & supplies.
- Work in conjunction with the EMS Coordinator-II to prepare annual department budget.
- Assist EMS Coordinator-II with applying for available grants and local funding.
- Maintain 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.
- Assist EMS Coordinator-II with entering run data into Aurora state database.
- Notify EMS Coordinator-II when run sheets have been entered in state database.

- **Mandatory State Reporting**

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

Respond to Calls

- Respond to all calls while on duty.

- Assist EMS Coordinator-II with maintaining an on-call schedule within the department to ensure someone is always available to respond to calls after hours.
- Other duties as assigned.

Qualifications

- High school diploma or the equivalent preferred.
- Maintain current credentials and teaching certifications including, but not limited to:
 - EMT I or higher.
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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.
- Ability to master and perform a variety of Emergency Medical techniques and methods.
- Must be able to make a commitment to the Emergency Medical Services profession and to the public health, safety, and welfare of the community he or she is serving.
- 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 is subordinate to the EMT Coordinator-II.

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, hourly 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.