

Job Description

Job Title: EMS Chief/Manager

Reports To: Muskingum Township Trustees

Salary: TBA

Job Function

Summary: Oversees, manages, and directs the operation of the Muskingum Township/Oak Grove Volunteer Fire Department Division of Emergency Medical Services system, with paid EMS staff reporting directly to the township trustees.

Responsible for Volunteer operations, Maintaining Ohio Board of Pharmacy drug license, DEA license, drug tracking records, logs and all other documentation required in accordance with the Ohio BOP and DEA. Ensures emergency medical services are following professional standards, state, and federal regulatory requirements.

Duties and Responsibilities:

- Develops, implements, and monitors a plan for delivery of emergency medical services based on established goals and objectives that assure provision of competent pre-hospital patient care.
- Under the supervision of, and with the approval of the EMS Medical Director, establishes, implements, monitors and revises the use of system-wide protocols, policies and procedures for all patient care activities from dispatch through triage, treatment, transport and/or non-transport.
- Supervises the EMS department by determining personnel policies, practices and procedures related to staff recruitment, training and motivation; training documentation; patient care; records administration; performance appraisal; job descriptions; scheduling; disciplinary actions; hiring and termination of volunteer and paid EMS staff; staff licensing and certification.
- Accesses records of self-reported EMS staff training documentation and staff licensing and certification.
- Acts as an advocate and proponent of the Muskingum Twp./OGVFD division of EMS system.
- Develops, implements, and oversees operating, revenue and budgets for the Muskingum Twp. /OGVFD division of EMS by forecasting, submitting relevant data and monitoring revenues and expenditures.
- Manages EMS department resources, i.e., medical supplies, all medications, treatment and diagnostic equipment, communications equipment, uniforms, vehicles, buildings, training equipment, in accordance with standards consistent with delivery of competent patient care and maintenance of a positive public image.
- Maintains and implements a set of Standard Operating Procedures (SOPs) for the EMS department that is consistent with national, state, and local standards and approved by the agency's Medical Director.
- Serves as the EMS department representative and liaison by coordinating with other County and/or local and regional emergency response agencies in emergency situations and such other incidents as may arise.

- Performs public relations and clinical outreach functions through community education programs, i.e., CPR/First Aid certifications, participation in school and community events, presence at public meetings, and participation in such other activities on a local, state and regional basis as may be appropriate.
- Develops and implements training and certification programs and SOPs for response to HAZMAT and extrication scenes, implementation of ICS parameters, maintenance of NIMS compliance, and maintenance of the agency's qualifications for grant funding at local, regional, state, and Federal levels.
- Maintains Certifications
- Develops and implements an annual EMS training calendar for Volunteer personnel.
- Assists the Townships fiscal officer with the EMS department's payables, accounts receivable and ambulance run billing systems.

Qualifications:

- Possess a Valid state of Ohio AEMT or Paramedic certification for a minimum of 5 years.
- Minimum 3 years Supervisor/Manager experience
- State of Ohio certified EMS or CE Instructor
- A valid Ohio operator's license
- A current health care provider CPR/AED certification
- Current EVOC certification
- FEMA 100, 200, 300, 700 and 800
- Knowledge of the principles and practices of administration and the budget; applicable federal, state, and local laws; rules and regulations, principals, practices, techniques, and procedures applied to emergency medical service operations.

Revised October 5, 2020