

# **Emergency Medical Services Director**

## **Job Description – Irion County**

### **Summary of Duties**

Responsible for the day-to-day operations and administration of the Irion County Emergency Medical Services. Plans, organizes, coordinates and evaluates function of ambulance service; cooperates & communicates with volunteers in order to insure delivery of consistent high quality care; develops written protocols to comply with all DSHS directives; organizes and evaluates all functions of the ambulance service; represents the department and county at local and regional meetings; prepares and manages the budget; prepares and presents regular report to the Irion County Commissioners; overall responsibility for clinical care, program planning, maintenance of vehicles, equipment and facilities. The director of this department is responsible for daily coverage, emergency responses and call coverage.

### **Requirement**

EMS Director shall hold no other full or part time employment for other EMS or Fire services.

### **Supervision Received**

Works under the general supervision of the Irion County Commissioners Court.

### **Oversight Exercised**

Directly oversees all EMS operations.

### **Essential Duties and Responsibilities**

- Ensure patient and volunteer safety in all areas of operations.
- Responds to calls involving emergency medical, fire and hazmat incidents and may have command and control responsibilities; respond to non-emergency calls to assist the public and other response agencies; take appropriate action to minimize the loss of life and property.
- Provide regular opportunities for volunteers to gain, practice, and improve medical skills.
- Make recommendations to commissioners for purchase or acquisition of ambulances, supplies and equipment.
- Provide public relation information and training to the citizens of Irion County.
- Develop and update policies and procedures.
- Develop and update protocols – working closely with the Medical Director.
- Ensure all Irion County EMS protocols, policies and procedures are followed.
- Assure the integrity of the security and accountability system for controlled substances and other drugs and equipment used by EMS.

- Review patient reports and billing forms to assure adequate and accurate documentation of services.
- Review, correct and approve patient care reports.
- Maintain patient confidentiality and oversee HIPPA laws and regulations.
- Maintain up-to-date knowledge of Federal and State laws, rules, and regulations related to aspects of EMS.
- Prepares, monitors and works within the approved budget.
- Ensure all licenses, certifications and documents are current and in place.
- Maintain certifications, skills, and knowledge needed to function at the EMT/AEMT/Paramedic level at which hired.
- Represent Irion County in a variety of local, county, state and other meetings.
- Maintain positive working relationships with law enforcement, public works, fire, volunteer agencies and any other agency as deemed necessary.
- Maintain station facilities, grounds, ambulances and equipment by performing light and heavy general cleaning and maintenance.
- Maintain knowledge of county geography, streets, roads and buildings.
- Maintain good standing with RAC in order to procure state funding.
- Actively seek grant funds for EMS operations.
- Other duties as assigned.

### **Desired Minimum Qualifications**

#### **Education and Experience:**

- High school diploma or GED equivalent; some secondary course work in medical studies or related field preferred.
- Certified in Texas as an EMT, AEMT or paramedic
- Management experience a plus.
- Valid driver's license
- Completed Texas Administrator of Records course preferred.
- Basic computer and email skills, including basic ability to use Word and Excel Programs

#### **Special Requirements:**

- Must be twenty-one (21) years of age or older at the time of hire.
- Must possess or be able to obtain by date of hire, a valid Texas Class C Driver's License without record of suspension or revocation in any state.
- Must have no felony convictions or disqualifying criminal history within the past seven years.
- Ability to read, write and speak the English language.
- Must be a U.S. citizen.

### **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. The work is performed while intermittently sitting, standing, walking, bending, crouching, kneeling, climbing and descending stairs, balancing, stooping and reaching. The work is often performed while wearing personal protective equipment and while carrying additional equipment. The ability to use hands to operate objects, tools or controls is necessary. The employee is required to be able to lift a 200 pound patient with assistance from another partner. A high degree of dexterity is necessary.

Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception and the ability to adjust focus.

### **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 individual with disabilities to perform the essential functions. The work is typically performed in an office, stockroom, outdoors and at the scene of emergency incidents. The employee may be exposed to fire, smoke, noise, dust, dirt, grease, machinery with moving parts, contagious or infections disease or pathogens, irritating chemicals and occasional hot, cold or inclement weather. The work requires the use of protective devices such as masks, goggles, gloves and all protective clothing associated with EMS operations.

### **Selection Guidelines**

Formal applications; rating of education and experience; oral interview; reference checks; background checks; drug screening; and pre-employment medical examination may be required.

NOTE: Appointees will be subject to completion of a standard probationary period. The duties listed above are intended only as illustrations of the various types of work that may be performed. The omission of specific statement of duties does not exclude them from the position of the work is similar, related or a logical assignment of the position. The job description does not constitute an employment agreement between the employer and employee and is subject to change by the employer as the needs of the employer and requirements of the job change.