

Director – Pella Community Ambulance, Pella, Iowa

Leadership. Integrity. Excellence. Pella Community Ambulance, a private, Paramedic-Level service in South-Central Iowa has an exceptional opportunity for an experienced paramedic to provide oversight, leadership, and strategic vision for the Pella area emergency medical services. Pella Community Ambulance has a proud history of quality and service in the Marion County area and we are looking for a leader to continue this reputation and lead our committed staff and volunteers toward our future success.

As our Director you will make an immediate impact by bringing the staff and volunteers together around a renewed sense of positive energy for the Pella Community Ambulance. We are looking for you to be a credible, visible, and outgoing leader who will maintain our culture of excellence. To develop a better working relationship and understand challenges they face, you will be expected to work alongside the team and respond to emergency calls occasionally. And, as the face of our service, you will also establish and maintain positive relationships with community groups, city and county representatives and partners at the city, county and state levels.

As the service is a private, non-profit organization, the Director reports to a volunteer Board of Directors and will work with the Board to set a strategic vision and operational priorities for the service. Leadership of both paid and volunteer paramedics and EMTs will be a significant responsibility for the Director. You will also have accountability to develop and manage the budget, provide oversight of billing and reimbursement practices, assure operational compliance with all applicable rules and regulations, and maintain training protocols to meet relevant accreditation and licensure standards.

We need you to be an exceptional, values-driven leader with the ability to drive results in a manner consistent with our mission. We are looking for you to demonstrate drive and passion, energy and engagement, and the ability to lead through change with a high level of resilience and effectiveness. You will need to have a minimum of an Associate's Degree with at least 5 years of experience as a Paramedic with at least three years of successful leadership experience for this position. The following licenses, certifications and/or endorsements are required or preferred:

Required: EMT-P, ACLS, BLS, Driver's License-Chauffeur Class D

Preferred: CPR Instructor, Critical Care Endorsement, Pre-Hospital Trauma Life Support, Advanced Medical Life Support, Pediatric Advanced Life Support, Emergency Vehicle Operator Endorsement

Applications and inquiries should be emailed to sschemm@pellaems.com

Pella Community Ambulance believes in the value of diversity and is an equal opportunity employer. Because of our commitment to health and wellbeing, candidates will be required to successfully complete a pre-hire health assessment and drug screen before beginning employment.

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Pella Community Ambulance Job Description

Job Title: Director of EMS	Department: EMS
Supervisor: Board of Directors	Date: August 2017

Summary Description

Under the general direction of the Board of Directors, manages and directs all aspects of the Pella Community Ambulance. Provides Paramedic care to those sick and injured in Pella and the surrounding communities.

Key Responsibilities

Personnel Management

- Direct the selection, training, performance management, and discipline of personnel in accordance with policy
- Plan and develop work schedules
- Complete performance evaluations annually for all personnel
- Assure fair and consistent treatment of team members in assigned unit and that all team members comply with all policies and procedures
- Serve as incident commander, supervising EMS/rescue scene operations as needed

Administrative

- Ensure that all necessary documentation is promptly and accurately completed
- Review and analyzes bills, purchase orders, contracts, revenues, agreements, budgets and financial statements to ensure the prudent financial management of general accounts
- Monitor compliance with financial policies. Oversees and directs accounts receivables
- Assure that all operations of assigned unit are within authorized resources (i.e., budget, staffing)
- Work with President and Treasurer of the PCA Board of Directors to prepare departmental budget
- Develop an operations report each month and present to the Board
- Manage day to day service operations

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Training

- Develop, maintain, schedule and monitor new personnel training orientation
- Provide adequate training to fulfill recertification requirements for continuing education hours for team members
- Provide oversight and is responsible for all emergency medical treatment provided
- Oversight of personnel skill maintenance
- Maintain accurate records for the individual team members' continuing education

Strategic Planning

- Direct the development and implementation of strategic and long range plans for the PCA
- Develop and direct EMS Department policy, procedures, rules, regulations, program, systems, operations, goals and objectives
- Participate in local, regional, and state EMS functions identifying potential challenges and opportunities impacting the future of the PCA
- Monitor national EMS media to identify emerging industry trends, technologies, and emerging issues

Quality Control/Continuous Improvement

- Assure compliance with state, federal and Centers of Medicare and Medicaid Services regulations
- Coordinate Continuous Quality Improvement with the Medical Director
- Develop and implements methods of ascertaining internal and external customer service quality goals and measures performance against those goals
- Work with team members to identify and develop Equipment and Procedure enhancements or improvements
- Assure that all work performed in the unit meets the PCA standards for customer service, accuracy, quality, and efficiency

Asset Management

- Ensure that all vehicles and associated equipment are properly maintained and accurate records kept
- Ensure that all facilities are kept in a business-like appearance
- Equipment renewal/cycle for vehicles and electronics

Public Relations

- Ensure that the public sees the Pella Community Ambulance in a positive manner
- Provide training in CPR/AED and First Aid to local groups as requested
- Respond to inquiries or concerns from the general public, media, etc. regarding EMS Department activities
- Direct activities of the service to assure that appropriate communication and coordination of efforts occurs with other units of the City and surrounding areas
- Participate at local and state levels on EMS committees

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Job Standards

- Education/Experience:**
- Minimum of a two-year degree
 - Five years of field experience as a paramedic
 - Three to five years of supervisory experience
- Skills:**
- Ability to handle confidential information in a sensitive manner
 - Effective oral and written communication skills
 - Excellent interpersonal communication skills
 - Ability to work independently with very little supervision
 - Ability to take initiative
 - Excellent telephone techniques
 - Problem-solving ability
 - Advanced mathematical and statistical techniques
 - Ability to concentrate in a diverse work setting
 - Sound judgment and decision-making abilities
 - Ability to perform invasive advanced medical procedures in stressful situations
- Knowledge:**
- Thorough knowledge of modern emergency care principles, procedures, techniques and equipment
 - General knowledge of Human Resources laws and practices
 - Knowledge of community geography
 - General knowledge of office equipment
 - General knowledge of tools and equipment, including electronic, emergency, medical, and fire equipment. Also hand/power tools
 - Proficiency with computers, software and applications related to office work and insurance billing (Medicare, Medicaid)
- Licenses:**
- Emergency Medical Technician - Paramedic State Certification-Required
 - Advance Cardiac Life Support-Required
 - Basic Life Support-Required
 - Driver's License- Chauffer Class D- required
 - CPR Instructor -Preferred*
 - Critical Care Endorsement- Preferred*
 - Pre-Hospital Trauma Life Support-Preferred*
 - Advanced Medical Life Support- Preferred*
 - Pediatric Advanced Life Support- Preferred*
 - Emergency Vehicle Operator Endorsement- Preferred*

* Indicates obtaining in first year of service

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Working Conditions:

- Extensive periods of sitting
- Ability to lift, carry, push and pull greater than 100 pounds
- Constant talking and listening
- Frequent near and far sight acuity, depth perception, color vision, field of vision, concentration, judgment, and writing ability
- Intermittent climbing, balancing, stooping, kneeling, crouching, crawling, reaching, handling, dexterity, feeling, and smelling
- Moderate exposure to weather, extreme heat/cold, wet and/or humid conditions, noise intensity level, darkness/poor lighting, moving mechanical parts/hazards, confined spaces, high/exposed places, dirt/dust, odors, and other environmental conditions
- Moderate use of protective eye wear, footwear, and gloves
- Exposure to violent behavior
- Traffic hazards
- Electrical and fire hazards
- Communicable diseases

Additional Requirements:

- Residency in Pella City limits
- Available during off-hours for meetings, phone calls, special assignments or meetings and potential extra training
- Duties and responsibilities as assigned and necessary

Note: This job description should not be construed to imply that these requirements are the exclusive standards of the position. Incumbents will follow any other instructions, and perform any other related duties, as may be required. The employer has the right to revise this job description at any time. The job description is not to be construed as a contract for employment.

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