



JOB OPENING

Posted May 13, 2020

Job Title: Emergency Services Coordinator
Job Status: Non-Permanent Contracted Employee (2-year contract)
Pay Grade: Grade 5 - 6, Depending on Experience
Pay Rate: \$39,000 to \$45,000, Depending on Experience
Department: Emergency Services Department

Position Summary

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

Duties & Responsibilities

- Facilitate Emergency Services for the City of Thorne Bay
- Recruit, and maintain readiness of Emergency Services;
- Manage volunteers including, but not limited to certifications, availability, & regulations.
- Create and manage schedules for on-call emergency medical responders, ambulance drivers and dispatchers.
- Manage department certifications including, but not limited to:
 - Alaska State Certification
 - BLS/ ALS Certification requirements
 - Personal Vehicle blue light / insurance requirements
 - Biohazard - Disposal requirements
 - Equipment calibration certifications; AED qualified to run.
- Plan, develop, direct, and evaluate emergency services and emergency responses programs.

Applicant must be willing to

- Communicate and coordinate with Emergency Service Personnel (including, but not limited to, Medics, Firefighters and Law Enforcement)
- Coordinate continuing education programs for public safety officials, including fire, Emergency Services, and summer seasonal personnel.
- Prepare appropriate grant applications and administer grants;
- Develop and maintain appropriate service data and prepares analysis and recommendations for program funding and planning;
- Maintain Emergency Services department records, including personnel records, certifications, patient care reports, ambulance billing records, and equipment inventories.
- Maintain and review annually Emergency Services Standard Operating Procedures and Guidelines.
- Develop and manage the annual budget for Emergency Services operations.
- Perform other duties as assigned.

Department Quality Assurance

- Review weekly runs 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 Emergency Services calls and/or volunteers with centers.
- Attend City Council Meetings and provide updates on the status of the Emergency Services department including total volunteers, upcoming training opportunities, etc.

Team Training

- Manage ETT & EMT classes by providing skill sessions and monitoring tests for volunteers.
- Develop a community training & outreach program

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 Emergency Services office and the Emergency Services section within the Thorne Bay 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 Emergency Services in a safe and orderly manner as outlined by OSHA standards.

Emergency Services Inventory

- Assist with tracking use of equipment & supplies.
- Maintain sanitization of all equipment, materials, supplies, uniforms, and bags belonging to the Emergency Services department.

Billing

- Prepare the Emergency Services Department for billing by
 - Securing Dr. to sponsor team
 - Set up billing for Medicaid and other insurance
- Calculate and document run costs.
- Verify that all run sheets are complete, with correct information.

Mandatory State Reporting

- Enter run data into required state database.

Respond to Calls

- Respond to all calls as needed when available.
- Maintain 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 including, but not limited to:
 - EMT I or higher
 - Instructor Level for CPR, First Aid, ETT, and EMT-1, or ability to earn instructor level certifications within the time limits set by the Mayor.
- Must have at least two (2) years of full-time or volunteer experience, with an advanced working knowledge of BLS skills.
- Must possess and maintain a valid Alaska Driver's License within 30-days of hire.
- Prior work experience must demonstrate reliability, honesty, and the ability to work with others.
- Applicants must be able to pass a background check and drug screening
- The duties of the Emergency Services Coordinator cover a wide spectrum of responsibilities. The work of the Emergency Services Coordinator is often stressful and requires that independent decisions be made during tense situations.

Knowledge, Skills and Abilities

- Good working knowledge of state and federal laws as they pertain to Emergency Services.
- Must demonstrate self-motivation.

Supervision

- The Emergency Coordinator is subordinate to the Mayor.

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. Ability to maintain personal composure during times of emergency or acute stress. Maintain a high level of confidentiality.

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

- a.) This is a non-permanent position that is appointed by the City Council.
- b.) Benefits are negotiated by contract terms and subject to approval by the City Council
- c.) Compensation will range between \$39,000 to \$45,000, depending on experience and knowledge.

The City of Thorne Bay is an Equal Opportunity Employer.