

Emergency Medical Services Director

Job Description

The City of Whitewright, Texas is seeking an individual to fill the position of Director of Emergency Medical Services (EMS). The City of Whitewright is a growing community located at the intersection of U.S. 69, Hwy 11 & Hwy 160, between Sherman and Greenville Texas in Grayson County. The Director of EMS oversees the daily activities of EMS department, establishes organizational goals, and directs all assigned EMS personnel. You must be a Paramedic to be considered for this position. The EMS Director will also function as an on-shift field medic working a 24/48 and/or 48/96 shift rotation. The EMS Director will also function as the Texas Department of State Health Services 'Administrator of Record' for the City of Whitewright EMS.

GENERAL JOB RESPONSIBILITIES:

Assists with planning, organizing, coordinating and evaluation of the delivery of emergency medical services by the City of Whitewright, including, but not limited to MICU, ALS, & BLS emergency and non-emergency ambulance transports.

Manages fleet maintenance.

Perform scheduling and ensure that ALS standards of a Paramedic and EMT are on-duty 24 hours at all times.

Coordinates with all EMS field personnel, to ensure appropriate delivery of EMS services and response time requirements.

Acquires and maintains working knowledge of City, County, State, and Federal laws, regulations and City medical protocols dealing with the delivery of pre-hospital emergency and non-emergency medical services. Attains and maintains any required licenses/certifications and ensures all employees attain and maintain required licenses/certifications.

Ensures compliance with all Texas Department of State Health Services (TxDSHS) Laws, rules and regulations related to EMS care in Texas.

Designated Agent with DEA.

Must file reports with Grayson County OES on time and as required to receive funding from Grayson County, TX.

Assists with the preparation and administration of the annual EMS department budget.

Assists with the preparation and administration of EMS operations, responsible for all EMS medical supplies ordering for highest efficiency, and placing medical equipment in service.

Supervises the effective operation, utilization, and maintenance of medical equipment and medical supply inventory to keep equipment well maintained and focus on loss prevention.

Ensures all patient care reports and supporting documentation are complete and delivered in a timely manner. Ensures that all documentation is transmitted to the third-party billing department in a timely manner.

Ensure run reports and any subsequent billing matters are filed/addressed within one week of EMS response or request.

Ensure payroll is electronically submitted, reviewed, approved and submitted in the electronic system by the Monday following payroll end on prior Friday at 11:59 p.m. PRN personnel must submit paper time card to EMS Director for approval and submission to payroll clerk by Monday following end of pay week the prior Friday at 11:59 p.m.

Other duties as assigned by the Mayor.

ESSENTIAL JOB FUNCTIONS:

Perform and function as an on-shift field Paramedic filling regular and required shifts. This position also serves as field personnel and fills regular shifts in the schedule.

This is a physically demanding position requiring individuals to climb, balance, stoop, kneel, crouch, crawl, reach, stand, walk, push, pull, lift, grasp, see and complete repetitive motions. Individuals may be required to exert force and may be required to hold constant force or pressure.

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

Ability to, effectively manage all functions of the department including staff scheduling.

Ability to perform duties effectively.

Ability to communicate verbally via telephone and radio equipment.

Ability to lift, carry and balance up to 125 pounds (250 pounds with assistance).

Ability to interpret written, oral and diagnostic forms of instructions.

Ability to use good judgment and remain calm in high-stress situations.

Ability to work effectively in an environment with loud noises and flashing lights.

Ability to function efficiently throughout an entire work shift.

Ability to calculate weight and volume ratios and read small print, both under life threatening time constraints.

Ability to read and understand English language manuals and road maps.

Ability to accurately discern street signs and address numbers.

Ability to interview patient, family members and bystanders.

Ability to document, in writing, all relevant information in prescribed format in light of legal ramifications of such.

Ability to converse in English with coworkers and hospital staff as to status of patient.

Ability to bend, stoop and crawl on uneven terrain and ability to withstand varied environmental conditions such as extreme heat, cold and moisture is vital.

Ability to work in low light, confined spaces and other dangerous environments is required.

Oversees maintenance and operations of Emergency & Non-Emergency Medical Operations.

Coordinates with all Field Personnel and Grayson County dispatch department to ensure appropriate delivery of all EMS services in the Whitewright EMS designated service area.

Ensures the maintenance of all applicable reports, equipment & EMS vehicle records.

Responsible for the development, formulation, modification, and implementation of department policies, standards, regulations, and general operating guidelines and procedures associated with improvement of EMS delivery.

Responsible for the distribution and inventory control of approved drugs (including controlled substances), medical supplies, and equipment pertaining to EMS operations and issues supplies and equipment to crews as needed.

Observes work performance of EMT's and Paramedics, evaluates work performance, monitors compliance with city policies, guidelines and EMS Department policies and procedures, and initiates personnel actions as needed, including hiring, discipline and dismissal.

Inspects ambulances, and associated equipment for compliance with safety and sanitary policies and schedules vehicles for preventative maintenance.

Act as a liaison and maintain a strong, positive relationship between the City and area EMS, Fire Department providers and area medical facilities.

Serve as an advocate of the health system with local, regional, and state EMS agencies

Facilitate EMS performance improvement and quality review by working with the city's EMS medical director.

Represents the City as part of the North Central Texas Trauma Advisory Council (NCTTRAC)

Represents the City as Part of the Grayson College EMS Education Advisory Committee

Use, type and utilize office computers, data terminals and computer programs in providing patient services, preparing reports, record keeping, document preparation and other matters.

KNOWLEDGE, SKILLS AND ABILITIES:

Knowledge of National EMS Scope of Practice, EMS education and training methods, EMS vehicles and medical equipment, team building, time management, supervision.

Maintain EMT-Paramedic Certification and display mastery of knowledge and skills for same.

Knowledge of TxDSHS, Laws, Rules and Regulations

Prepare clear, concise and complete oral and written reports.

Interpret and follow laws, city and department policies, codes and regulations.

Establish and maintain cooperative working relationships with all area public safety agencies and medical facilities.

Effectively command personnel and coordinate emergency incidents.

Skill in performing hands on duties and emergency medical procedures.

Must possess the ability to encourage and motivate positively all field personnel to uphold the highest respect for patients, health care providers, EMS uniform, EMS vehicles and City resources.

Must possess good manual dexterity, with ability to perform all tasks related to highest quality patient care.

Ability to read and research papers, periodicals, journals, manuals, dictionaries, thesauruses, and encyclopedia. Ability to write reports, prepare business letters, expositions, and summaries with proper format, punctuation, spelling, and grammar, using all parts of speech. Ability to do math in order to perform patient care, reports, budgets and material duties.

EDUCATION AND EXPERIENCE:

Minimum of 2 years of paramedic emergency response experience is required with progressive responsibility in the area of personnel and program management preferred.

Must have experience in dealing with fleet maintenance.

Associates degree in EMS or higher related field preferred: Certified transcript may be required

REQUIRED/PREFERED CERTIFICATIONS:

High school diploma or general education degree (GED).

Must possess a minimum valid class "C" Texas driver's license and be insurable with the City's insurance carrier.

Current Texas Licensed or Certified Paramedic Required.

Current AHA BLS Provider Required.

AHA Advanced Cardiac Life Support Provider Preferred.

AHA Pediatric Advanced Life Support Provider Preferred.

International Trauma Life Support or Pre-Hospital Trauma Life Support Provider Preferred.

Military experience in the medical field may be considered in lieu of a college degree:
Copy of Military Discharge Papers DD-214 required

****All required certifications and licenses must be kept current throughout employment.***

REQUIRED DOCUMENTATION:

TDSHS Paramedic Certification/License

High School Diploma

Birth Certificate

College Transcripts (If Applicable)

Copy of your Driver's License

Copy of your Naturalization Papers (If Applicable)

Copy of your Military Discharge Papers DD-214 (If Applicable)

Personal Inquiry Authorization Form

Physical Ability Examination Waiver

PHYSICAL CONDITIONS AND NATURE OF WORK CONTACTS:

Must be able to assist, lift and transport patients.

Work is typically performed in both office and field settings. Frequent driving and walking. Frequent night and weekend duties are necessary.

Frequent exposure to physical stress and hazardous substance is required.

Regular contact with field personnel, medical vendors, maintenance vendors and medical facilities.

BENEFITS INCLUDE:

Competitive pay, paid vacation, sick time and holidays, TMRS retirement, paid health, dental and vision insurance. All uniforms and equipment furnished.

CONDITIONS OF EMPLOYMENT:

Successful candidates must undergo pre-employment drug screen, background check and motor vehicle record check. A pre-employment physical may be required.

Must be willing to work shift work, holidays, weekends and scheduled overtime. Must be able to perform the duties of a Paramedic.

Must take and complete the Texas Department of State Health Services "Advanced Administrator of Record" course within a reasonable amount of time.

APPLICANTS:

Please submit resume with copies of all certifications to:

City of Whitewright
Attn: City Secretary
P.O. Box 966
206 W. Grand
Whitewright, TX 75491

Or email to city@whitewright.com Include EMS Director in subject line.

Email city@whitewright.com for application in lieu of resume, include EMS Director in subject line.

Applications must include copies of all certifications.

Resumes or applications without copies of certifications will not be considered.

The City of Whitewright is an Equal Opportunity Employer.