North Gilliam County Health District

110 On The Mall

P.O. Box 176

Arlington, OR 97812

**POSITION DESCRIPTION**

**Title**: Emergency Medical Services Chief of Staff

**Exempt/Non-Exempt** : Exempt

**Reports To:** North Gilliam County Health District (NGCHD) Board of Directors

**Pay Grade/Range**: $70,000 - $82,000 annually

**Effective Date**: December 15, 2021

[x]  New position [ ]  Position change/update [ ]  Updated with annual evaluation

**General Position Summary:**

The Emergency Medical Services Chief of Staff is responsible for the overall management of the District’s EMS and ambulance program.

**Essential Functions/Major Assignments:**

**General daily responsibilities**

* Develop and maintain an ambulance service that responds to all 911 medical callouts and events that may or are likely to need a medical response
* Provide guidance and values to staff that result in sincere loyalty to ethical standards of service and enhances community trust
* Respond with a well-trained staff in a modern well-maintained ambulance, equipped with state-of-the-art medical equipment and supplies
* Provide up to date medical procedures with the goal of stabilizing patients and transporting them safely
* Provide paramedic advanced life support service (ALS) when available and needed
* Maintain a positive working relationship with the Medical Clinic Staff and communicate regularly with the Medical Provider
* Maintain a positive working relationship and communicate regularly with the EMS Supervising Physician
* Create community trust in knowing that a very good ambulance service is always available to respond
* Provide appropriate level of EMS care at all emergent and non-emergent requests for service
* Ensure all run charts are correct and submitted in the allotted time frame
* Ensure that all expenditures and financial requirements of the Ambulance Service are provided within the NGCHD budget
* Recruit, train and manage ambulance staff
* Complete and submit yearly evaluations on the ambulance staff
* Oversee and ensure that all state and federal regulations are being followed
* Oversee and ensure that all NGCHD policies are being followed
* Educate and train the public through EMR and EMT classes
* Train or arrange for training of Arlington medic staff when needed to keep certifications current or to advance certification credentials. Due to limited training opportunities in rural settings, be open to including outside agency personnel in local training and having Arlington Medic staff trained in other available training locations when feasible
* Oversee and ensure that all staff member certifications are current and on file
* Maintain all record keeping for all training
* Maintain the interior, exterior and outside grounds at the ambulance hall by supervising staff for simple and routine matters and by managing larger projects that require paid personnel
* Maintain ambulances and fly pickup in ready to respond condition
* Request new equipment and supplies when needed and justified
* Notify the NGCHD Board of any building or equipment issues that involve significant expenses that need to be approved by the NGCHD Board.
* Service automated external defibrillators (AED) mounted at various locations in and around the community
* Responsible for writing reports and presenting them to the Board
* Oversee the ordering, inventory, and record keeping of controlled dangerous substances according to standards set by the federal code and the State of Oregon
* Attend NGCHD Board Meetings and present all reports on current issues, needs and volume of call outs
* Attend Fire District Board Meetings
* Attend Medical Clinic staff meetings
* Attend regional and state EMS meetings as directed by the Board in coordination with the EMS Supervising Physician
* Maintain a positive working relationship with surrounding Emergency Services and respond to mutual aid as appropriate
* Be an advocate for the Arlington Clinic by promoting the importance of routine health care

**Budgetary responsibilities**

* Submit purchase orders on major items to the Board for their approval prior to the purchase
* Ensure that all financial expenses and records are accurately provided to the Medical Clinic Administrator
* Seek out and be aware of grants that may be used to further fund Arlington Medic buildings, vehicles, and equipment

**Secondary Functions:**

* All other duties as assigned

**Job Scope:**

* The Emergency Medical Services Chief of Staff is responsible for their own workload; responsible for planning and scheduling own work which includes prioritizing workload to ensure deadlines are met
* Must be able to work independently with limited supervision

**Supervisory Responsibility:**

* Responsible for supervision of all assigned subordinates
* Supervise ambulance staff ensuring that their training, methods, and abilities allow for the maintainance of a licensed ambulance service

**Interpersonal Contacts:**

* The Emergency Medical Services Chief of Staff will have frequent contact with persons both from inside and outside of the organization through a variety of mediums such as by phone, email, or in person

**Specific Job Knowledge, Skill and Ability:**

* Able to maintain a fitness level that is necessary to perform essential functions of the position
* Skill and ability in writing reports and using office equipment
* Able to communicate effectively in English both verbally and in writing
* Knowledge of methods and procedures of managing Emergency Medical Services
* Knowledge of law, rules and regulations governing the operations of Emergency Medical Services
* Skill and ability with effective methods of supervision
* Knowledge of the National Incident Management System
* Knowledge, skill and ability with basic and advanced life support practices and procedures
* For the EMS Division, knowledge of Standard Operating Procedures
* Knowledge, skill and ability with the rules and responsibilities for the effective communication with dispatch centers
* Knowledge of HIPPA rules and regulations
* Must be able to use good judgment and remain calm in high-stress situations
* Must be able to work effectively in an environment with loud noises and flashing lights
* Must be able to successfully pass required pre-employment physical fitness exam, medical exam, background check, and drug test

**Education, Experience, and Certification/Licensure:**

**Required**

* Associate Degree or greater
* Oregon Licensure as a Paramedic or ability to obtain by date of hire
* Five years of experience as a paramedic in a high volume EMS service that involved on scene ALS procedures and supervision of ambulance staff personnel.

OR

* An equivalent combination of education, training, and experience sufficient to successfully perform the essential duties of the job as required by this job description and the State of Oregon
* Must possess a current and valid Oregon drivers license or other valid drivers license that allows driving in Oregon as will be driving district owned vehicle(s) on a regular basis

**Desired**

* Previous experience in personnel management, inclusive of, but not limited to, recruiting new employees, training new employees, and providing performance evaluations
* Previous experience in applying for grants
* Previous experience working in a rural volunteer ambulance service

**Job Conditions:**

* This position operates in a professional office environment as well as outdoors on scene in all types of weather, in the homes of members of the district when on call.
* The typical schedule for this position is set by the Board of Directors and may vary without advance notice depending on need and demand
* The Emergency Medical Services Chief of Staff is a physically demanding position at times; In performance of the duties of this job the employee is required to stand; walk; sit; use hands and fingers, handle, or feel objects, tools, or controls; reach with hands and arms; climb stairs, talk or hear climb, balance, stoop, kneel, crouch, crawl, reach, stand, walk, push, pull, lift, grasp, see and complete repetitive motions.
* The Emergency Medical Services Chief of Staff will be required to lift and move patients, stretchers, tires, ambulance equipment, office equipment and other heavy items.
* 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.
* Routinely uses standard office equipment, especially computers
* The employee must occasionally lift or move office products and supplies, potentially patients and equipment up to 100 pounds.
* Employee must reside within the boundaries of NGCHD within six (6) months of hire
* This position is not eligible for remote work

Appointees will be subject to completion of a standard probationary period.

The essential physical abilities described here are representative of those an employee may encounter while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. The above statements are intended to describe the general nature and level of work being performed by employees assigned to this classification. They are not intended to be construed as an exhaustive list of all responsibilities, duties and/or skill required of all personnel so classified. This job description is not an employment agreement and/or an expressed or implied employment contract. Management has the exclusive right to alter this job description at any time without notice.

This is an accurate description of the essential functions of my position.

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Employee Signature Date

(*The signature of the employee indicates this document has been read and is understood.)*

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Supervisory Approval Date

(The signature of the Supervisor confirms the assignment of work to the employee.)