

YANKTON COUNTY

JOB DESCRIPTION

POSITION TITLE:	Ambulance Administrator
Department:	Ambulance
Reports to:	County Commission
FLSA Status:	Exempt
Grade:	12 (3 to 14 from matrix)
Probationary Period:	180 days

Position Description

- Perform managerial, administrative, supervisory and specialized work functions associated with overseeing and operating an ambulance service.

Key Responsibilities (may not include all of the functions performed)

- Manages and oversees, either personally or through subordinate supervisors or delegated authority, the operation of the Emergency Medical Services (EMS):
 - Daily operations.
 - EMS patient billing.
 - Department training.
 - Supply and equipment procurement.
 - Staff scheduling.
 - Department out-reach program.
 - Payroll.
 - Maintaining a preventive maintenance program for equipment, as necessary.
- Develop and oversees annual department budget.
- Develop, review and keep current standard operating procedures, patient care guidelines, HIPPA Policies and Procedures.
- Works with Medical Director regarding quality assurance/improvement of patient care, to establish and review Patient Care Treatment guidelines.
- Maintain knowledge of Medicaid, Medicare, and other governmental and private insurance.
- Maintain the confidentiality of all patients and staff members.
- Oversees selection of new personnel, conducts interviews, and makes hiring decisions and personnel recommendations.
- Serves as liaison between EMS department and municipal agencies, fire districts, department medical director, hospitals and medical clinic administration, and physicians, etc.
- Serves as the Department Compliance, Infection Control & HIPPA Officer.
- Continued Quality Improvement Plan

Supervisory Responsibilities

- Supervises, directs and evaluates staff, process employee concerns and problems, directing work, counseling, disciplining, and other resources.
- Provides leadership, coaching, training as necessary for appropriate and safe department

- operations and patient care.
- Provides direct or indirect supervision of all staff members at all times.
 - Provides incident command or medical unit supervisor as needed.

Qualifications

Required Knowledge, Skills and Abilities

- Apply appropriate initiative, discretion, judgement and organizational skills to a variety of projects, assignments and situations.
- Apply critical thinking, problem solving and collaborative approaches to improving services, analyze situations thoroughly, identify potential problems, and find effective solutions.
- Conduct self as a positive and professional role model.
- Strong leadership and team work skills.
- Must be knowledgeable of all Department patient care, operational guidelines and HIPAA Policies/Procedures.
- Ability to follow written and verbal requests.
- Effective oral and written communication skills.

Education

- High School Diploma or equivalent (GED)
- Current National Registry of EMT Paramedic Certificate & South Dakota ALS License.
- Current Instructor of AHA CPR, ACLS, & PALS
- PHTLS or BTLS certification.
- NIMS Course - ICS400

Experience

- 5 years as a practicing paramedic.
- 3 years of managerial experience in an Advanced Life Support EMS System, Paramedic supervisor, instructor or any equivalent combination of education, training, and experience which provides the required knowledge, skills and abilities for this job.

Other Requirements

- Ability to successfully complete a pre-employment physical examination, if required.
- Ability to successfully pass criminal background check, if required.
- Must have a valid Driver's License, a good driving record and the ability to complete any other driving training and/or license requirements associated with operating an emergency vehicle.
- Schedules and conducts staff meetings.
- Responsible for Paramedic Job Duties when working on ambulance.
- Review patient care reports, make recommendation for improvement in patient care and documentation.
- Performs duties and assignments as directed by County Commission
- Performs other duties and responsibilities as required.

OR – Any equivalent combination of education and experience as is acceptable to the hiring authority and state statutes (if applicable)

Physical Requirements

In a regular workday, employee may be required to:

	Rarely 0-5%	Occasionally 6-20%	Frequently 21-50%	Regularly 51-80%
Lift < 25 lbs				X
Lift 25-50 lbs			X	
Lift > 50 lbs		X		
Standing/Walking/Running on all types of services, terrain & weather <ul style="list-style-type: none"> • Standing • Walking • Running 	X		X X	
Sitting -- In ambulance or at desk completing paperwork.				X
Bending/Stooping – Actions maybe prolonged & last up to 60 min			X	
Pushing or pulling			X	
Reaching overhead		X		
Kneeling or crouching Actions maybe prolonged & last up to 30 min			X	
Climbing/Balance Such as stairs while carrying equipment or patients.		X		
Gripping & Grasping From 30lbs and above				Continuously

Hazards:

The provider may be exposed to many different hazards when responding to scenes and emergencies. These hazards include, but are not limited to: dust, fumes, gases, fire, smoke, chemicals, and adverse and inclement weather conditions. During a shift, there is a potential for bodily harm or death from different factors including but not limited to: violent patients, bystanders, traffic, dangerous working conditions and adverse and inclement weather conditions. At all times the provider will be expected to follow all YCEMS guidelines concerning scene safety, as well as the prevention of contamination and exposures to bloodborne pathogens and other possible hazards.

Certification

I hereby certify that I have read and accept the duties and obligations associated with this position.

Signature of Employee

Date