

City of Nashwauk
Emergency Medical Services (EMS) Coordinator

Position Title: Emergency Medical Services (EMS) Coordinator

Department/Location: Ambulance/Safety Complex

Immediate Supervisor: City Administrator

Position & FLSA Status: Full-time/Exempt/Essential

Date of Latest Revision: 2/8/2024

POSITION SUMMARY:

The EMS Coordinator is responsible for monitoring activities and provisions of the contract for Basic Life Support services within the community and surrounding areas. The Coordinator ensures proper delivery of EMS to the community and advocates services and methods of EMS which enhance the health and welfare of the public. Also acts as an EMT on the service.

ESSENTIAL FUNCTIONS OF POSITION:

The duties listed are intended only as illustrations of the various types of work that may be performed. Omission of specific statements of duties does not exclude them from the position if the work is similar, related or a logical assignment to that position.

- Develop policy and procedure for the department to ensure efficiency and carry out the policies and goals of the Department, City Administrator and Nashwauk City Council.
- Plan, organize and direct the work of the EMT and EMR personnel.
- Performs or effectively recommends the hiring, transfer, suspension, promotion, discharge, assignment, reward, discipline, direction of work, and adjustment of grievances of EMT or EMR personnel.
- Maintain scheduling for the service and ensure coverage for open shifts by contact with EMT and EMR personnel.
- Trains and supervises EMT and EMR personnel and works with the City Administrator to identify goals and standards against which to measure employee performance.
- Conducts annual personnel reviews; makes recommendations to the City Administrator or City Council regarding employee salary/benefits packages and conditions of employment; and coordinates all phases of personnel administration.
- Attend City Council meetings.
- Perform quality improvement audits for EMS documentation and care delivered as set forth by Minnesota Department of Health Services guidelines upon completion of transfer and 911 runs.
- Conduct research and analysis of current and future EMS trends to ensure ongoing quality medical services.
- Establish overall organizational goals through program management, provider and system evaluation and set forth programs to accomplish goals.
- Plan, evaluate, organize, and develop lesson plans for BLS training programs in conjunction with the Minnesota Department of Health Services and the Nashwauk Ambulance Service's Training Officer.
- Record and prepare ambulance service employee payroll and give to the City Administrator for review and payment to employees.
- Oversee all run reports for each emergency run and contact employees to make necessary changes. Log runs in the Elite System.
- File and maintain all run reports on the EMSRB website (MNSTAR) for state collection purposes.

- Submit completed run reports to Ambulance billing service for collection from patients. Verify all billing reports.
- Inspect Ambulance rigs for proper equipment, materials and possible defects that need repair.
- Maintain logs and required reports to Itasca County.
- Maintain ambulance licensing manual.
- Be a role model within the community.
- Work with the municipal team to maintain and improve the quality of life within the community.
- Update and maintain all medication variances and their protocols for administration.
- Maintain employee training records and ensure current credentials.
- Review and update biannually the manual and procedures of the service with the EMSRB.
- Inspect Ambulance Fleet biannually with an EMSRB representative for the licensing period of the Nashwauk Ambulance.
- Maintain an active role with First Responders Groups.
- Maintain compliance procedures for the NIMS (National Incident Management System).
- Be an active participant on emergency medical calls as an EMT.
- Perform other related duties as required.

PREFERRED QUALIFICATIONS:

- Ability to establish and maintain effective working relationships with management, co-workers and representatives from hospitals and other medical facilities.
- Knowledge of supervisor and management ideology to effectively operate the Ambulance Service.
- Knowledge and experience in grant writing.
- Knowledge and experience in preparing and implementing budgets.
- Effectively communicate and care for individuals/patients.
- Strong written and oral communication skills.
- Ability to maintain total privacy of any/and all medical information.
- Three years supervisory experience, effectively supervising 5 or more employees.

MINIMUM REQUIREMENTS:

- High School Diploma.
- Requires a minimum of 2 years' experience as an Emergency Medical Technician with an established ambulance service.
- Current Minnesota and Nationally Registered EMT Certification
- Must possess and maintain a valid Minnesota driver's license with no major driving citations within the past 39 months.
- Hold a current certificate for EVOC, sponsored by the National Safety Council or equivalent.

PHYSICAL EXERTION/ENVIRONMENTAL CONDITIONS:

The conditions herein are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodation may be made to enable a person with disabilities to perform the essential job functions.

Essential functions of the EMS Coordinator position may require maintaining physical condition necessary for sufficient mobility to work in the Ambulance Service; walk, stand, sit or run for prolonged periods of time occasionally stressful conditions; often stoop, bend, kneel, crouch, reach and twist; occasionally climb and balance; regularly push, pull, lift and carry light to moderate weights; operate Emergency medical equipment

such as an Ambulance; lift and maneuver patients; lift and operate an approved fully loaded stretcher; operate general office equipment such as computers; see in the normal range with or without correction; hear in the normal audio range with or without correction; requires a sense of touch and finger dexterity and gripping with hands and fingers.

The job description does not constitute an employment agreement between the employer and the employee and is subject to change by the employer as needs of the employer and the requirements of the job change.