

McLean County EMS Director
Job Description

Statement of duties: Performs supervisory, administrative, and related duties outlined herein

Supervision received: The McLean EMS Director (hereinafter Director) works under the direct supervision of the County Judge/Executive (hereinafter CJE) and the County Treasurer for any and all fiscal matters. The Director shall also work with the Treasurer on continual basis for budget issues.

Supervision exercised: The Director shall exercise general and technical supervision over all EMS employees

Scope of Work:

1. The Director position is full-time, for a 40-hour work week supervision and administration purposes.
2. The Director may take calls as a “back up” only, and will be paid for any such run, as overtime.
3. The Director’s hours shall be in accordance with the Kentucky Department of Labor guidelines at all time.

Administrative Duties:

1. The Director shall work directly with the CJE and other staff to accomplish goals and objectives of the McLean EMS.
2. The Director shall oversee the annual budget and make recommendations to the fiscal Court.
3. The Director shall have responsibility for hiring staff. The Director shall conduct any and all necessary background investigations, verify State certification before employment, and contact CJE to arrange new hire personnel files.
4. The Director shall maintain current up to date personnel files and secure them in a locked file area.
5. The Director shall be responsible for billing:
 - a. The Director shall maintain direct daily contact with McLean EMS contract billing service via the processing and submission of run reports.

- b. The Director shall make sure the reports are completed by EMS employees on a timely basis.
 - c. The Director shall submit the run reports with correct and vital information as required by the billing service.
 - d. The Director shall train all staff and keep them up to date on any all report writing tools/resources.
 - e. The Director shall ensure all employees are completing paper work to the best of our ability to submit to the contract billing service to ensure insurance carriers will pay out the maximum amounts available.
 - f. The Director may use other full-time staff to complete this project.
6. The Director is responsible for keeping the McLean EMS complaint with all KBEMS and KRS requirements.
 7. The Director shall provide frequent training to all employees, as required for compliance with KBEMS and KRS requirements.
 8. The Director shall develop a mission statement and publicly post the statement in a prominent location at the EMS building.
 9. The Director shall review and timely submit time cards for payroll, to the Treasurer.
 10. The Director shall continually review the Department's operations to determine that the EMS is running as efficiently as possible.
 11. The Director shall prepare and submit reports to the Fiscal Court on a monthly/timely basis, and will provide any information to the court, Treasurer, and CJE, as requested.
 12. The Director shall be responsible for the purchase of equipment, materials, and supplies as needed, keeping in mind the budget, and working with the CJE , and Fiscal Court, as necessary, for purchases.
 13. The Director shall comply with the state procurement requirements in the purchase of equipment, materials, and supplies.
 14. The Director shall prepare long range equipment needs and determine long range capital needs/income.
 15. The Director shall attend meetings with CJE, Treasurer, Fiscal Court, or other entities, as required or made necessary by virtue of the position.
 16. The Director shall prepare, develop, and oversee all department policies. Said policy manual shall be maintained in the office of the Director.

17. Bringing others together and trying to reconcile differences.

Operational duties:

1. Patient care is the number one priority of the Director, as it concerns quality, state of the art health care, and service to the patients McLean EMS is called upon to serve.
2. The Director shall be responsible for overseeing compliance with employee training and any new requirements. The Director will encourage staff to continually train to better serve the McLean County area. The goal is to keep all employees trained and provide state of the art patient care services.
3. The Director will provide all employees with any and all patient care information available and will distribute to the employees and staff as time allows.
4. The Director shall be responsible for scheduling of EMTs and paramedics, both full time and part time.
5. The Director shall schedule all full-time paramedics and EMTs on a 40-hr. week.
6. The Director shall determine on a daily or weekly the need to deliver supplies to EMS bases.
7. The Director shall ensure that each truck is stocked and supplied with all necessary items for the best possible patient care. The Director may enlist the help of full-time staff to complete this task.
8. The Director shall be responsible for maintaining and increasing staffing levels, recruiting new employees to keep EMS base up and running on a 24/7 schedule.
9. The Director shall establish a transfer for doctor's office transfers, utilizing any available staff. The transfer team will be paid at over time rates for any transfers made. When patients require EMS services for doctor's office visits, the runs will be made with off duty EMTs only.
10. The Director shall responsible for TEI certification process.
11. The Director shall ensure that all McLean EMS bases in good mechanical working order and tidy. The Director may hold employees accountable to help maintain/improve facilities.
12. The Director shall be responsible for all EMS vehicles being in good mechanical working order and tidy. The Director may hold employees accountable to help maintain/improve vehicles.
13. The Director shall communicate on timely basis, any needs or concerns about staffing, scheduling, physical plant, or vehicle issues to the McLean County Finance Office, County Treasurer, and CJE.

14. The Director will work with all staff, seeking input from all to reach goals, provide state of the art services to the community at large.
15. The Director shall submit all bills/invoices in person to the CJE office on a weekly basis.
16. The following are the minimum requirements for the Director's position:
 - a. least 4 years of EMT or EMS service experience or at least 10 years in the health care service field;
 - b. Supervision experience or demonstrated ability;
 - c. Capability to ensure a safe workplace;
 - d. Demonstrated ability to promptly handle consumer/patient complaints/concerns;
 - e. Valid Kentucky Operator's license;
 - f. High school diploma or GED; and,
 - g. NIMS 100,200,700 training.

Physical Demands

- The employee is regularly Standing; Walking; Sitting; Using hands to finger, handle, or feel; Reach with hands and arms; Climb or balance; Stoop, kneel, crouch, or crawl; Talk or hear; Lifting of patients and objects over 50 lbs.

Vision

- Specific vision abilities required by this job include Close vision; Distance vision; Peripheral vision; Depth perception; Ability to adjust focus;

Employee Signature _____ Date: _____