

**POSITION DESCRIPTION
Director**

OVERALL FUNCTIONS

To direct, staff and administer the daily operations of the Washakie County Ambulance Service.

Supervises EMS employees. Makes decisions and recommendations regarding personnel matters and decisions that affect the operations of the ambulance service. Set standards and works within overall policies, goals and budget limits with direct accountability for ultimate results.

NATURE AND SCOPE OF JOB

The purpose of the Ambulance Director is to manage and coordinate day-to-day operations of the ambulance service, including but not limited to, the provisions for emergency medical services (E.M.S.) & transportation; implementation of services standard operating procedures, policy & procedure, & promotion of the highest standards of E.M.S. delivery.

Director-of Ambulance Service is directly under the supervision of the Washakie County Commissioners and presents reports and annual budget to Washakie County Commissioners. The Director is also a working member of the staff and is responsible for daily coverage, emergency responses and call coverage. Adheres to the Washakie County's employee policy and procedures plan and to all rules and regulations of all applicable local, state and federal agencies and accrediting bodies.

SPECIFIC RESPONSIBILITIES AND DUTIES

1. GENERAL OFFICE DUTIES

- a. Oversee Training of EMS Personnel
- b. Oversee vehicle & equipment maintenance and repair.
- c. Input / Accesses patient ambulance trip reports from computer website.
- d. Oversees coordination of field and medical supply distribution and inventory.
- e. Work directly with medical director, sheriff's office, police department, fire chief and county administrators to develop operational strategies.
- f. Evaluate employee's operational performances; Monitor the overall performance of the ambulance service, recommend and implement change as necessary.
- g. Develop the ambulance service operational & capital budgets. Pursue alternative funding sources to supplement ambulance revenues.
- h. Oversees keeping the licensure of the ambulance service and EMT's current, and ensuring that all protocols and skills maintained are in accordance with Wyoming State Statutes, Division of Health, EMS Section, the Medical Director and standards set forth by the ambulance service.
- i. Oversees the coordination of the ambulance billing.
- j. Oversees purchases supplies and equipment within the approved budget.
- k. Oversees performance daily administrative duties (ex. Ambulance runs, vehicle checkout, vehicle repair, collections of reports to coordinate with billing service, etc.
- l. Gives monthly report to county Commissioners

- m. Attends Hospital and Medical Trauma Meetings.
- n. Supervisor for Claims Manager, Assistant Director, all EMT skill levels, and any first responders or Drivers affiliated with service.
- o. Assists Claims Manager as needed.
- p. Responsible for updating and maintaining Policies and Procedures.
- q. Reviews EMS run sheets.
- r. Answers any questions concerning patient accounts and filing procedures
- s. Helps generate reports of monthly / quarterly activity for County Commissioners
- t. Approves all monthly vouchers for bills to be paid along with the corresponding warrants to be approved by the County Commissioners.
- u. Oversees all departmental operations including volunteer scheduling and the effective deployment of units responding to calls, standbys, and transfers.
- v. Hold valid driver's license

2. PUBLIC RELATIONS

- a. Corresponds with governmental agencies.
- b. Answers questions or refers to appropriate personnel.
- c. Maintains professionalism by exercising tact, diplomacy, and good judgment when dealing with the public.

NOTE: *Only minimum duties are listed. Other responsibilities may be required as requested by Washakie County Commissioners.*

3. AMBULANCE DUTIES

- a. Serves as an EMT and responds to emergency calls during scheduled work hours. Will be
- b. May have additional ambulance coverage on occasions, may include nights, weekends, and holidays. Will be reimbursed as other Worland ambulance EMTs.

DESIRED MINIMUM QUALIFICATIONS

1. Education and Experience

- a. High school diploma or equivalent.
- b. Five years EMT experience. (at least 3 years as and EMT-I)
- c. Possess leadership and motivational skills.
- d. Excellent written and verbal Communications.
- e. Broad knowledge of ambulance vehicle.
- f. Computer skill, knowledge, in MS-Word, excel and reporting systems.
- g. Management and budgetary experience.

2. Necessary Knowledge, Skills and Abilities

- a. Knowledge of bookkeeping, office programs (Word, Excel, Accounting programs, State and National reporting systems)
- b. Knowledge of insurance, Medicare, and Medicaid
- c. Knowledgeable about medical terms.
- d. Ability to understand and follow written and oral instructions.
- e. Ability to communicate effectively, verbally and in writing.
- f. Ability to establish and maintain effective working relationships with employees, other departments and the public.

- g. Must have good organizational skills.
- h. Must be able to manage time effectively.
- j. Valid Driver's license.

TOOLS AND EQUIPMENT USED

- 1. Telephone
- 2. Computer
- 3. Photo Copier
- 4. Ten-Key Calculator
- 5. Fax Machine
- 6. Typewriter
- 7. Vehicle
- 8. EMS equipment / monitors

PHYSICAL DEMANDS

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

- 1. While performing the duties of this job, the employee is constantly required to write, read, and keyboard. The employee is frequently required to sit, talk, hear, and read. Occasionally the employee must walk, stoop, kneel, crouch, crawl, and drive a vehicle. The employee may infrequently be required to stand, taste or smell, climb and balance.
- 2. The employee is infrequently required to lift light and heavy objects including patients and equipment up to 200 lbs. with the assistance of another partner.
- 3. Specific vision abilities required by this job include close vision and and distance vision.

WORK ENVIRONMENT

The work environment characteristics described here are representative of those an employee will encounter while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

- 1. While performing the duties of this job, the employee may work Indoors and Outdoors. Occasionally the employee works by themselves and around others.
- 2. The noise level in the work environment is usually quiet.

MENTAL/MOTOR DEMANDS

The mental/motor demands described here are representative of those an employee will encounter while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

1. While performing the duties of this job, the employee frequently performs routine work, uses mathematics, memorization, reasoning, and judgment skills. The employee occasionally works with deadlines, displays attentiveness intensity, uses estimating and problem solving skills, has guidance, reinforcement and co-worker support available. The employee is occasionally involved in social interactions which frequently require oral and written communication. Employee may be required to lift heavy equipment / people.

POSITION DESCRIPTION APPROVED BY: _____ DATE: _____

I HAVE READ AND UNDERSTAND THESE RESPONSIBILITIES

EMPLOYEE SIGNATURE: _____ DATE: _____
