

LINCOLN COUNTY AMBULANCE DISTRICT

111 West B Ste. C

Shoshone, Idaho 83352

208-544-7003

ambulance@lincolncountyid.us

"Because We Care"



RE: Ambulance Director Job Description

Job Summary: Ambulance Director of EMS serves as the Administrative Director of the EMS division of Lincoln County Idaho. This position's goal is to provide the highest level of quality care to all citizens, allowed by Agency Licensure, provided by Idaho State EMS and Medical Director. The EMS Director's primary responsibility is to make sure all staffing of EMS Division meet the required training and testing to reach stated goal. The Director must be an Idaho EMS Certified Instructor OR be an advanced certified EMT who is able to work towards Idaho Instructor certification. The Director must also have training in Incident Command, completing IC-100, IC-200, NIMS -700, NIMS-800. Director must have completed Hazmat Training and have knowledge of hazardous materials. The Director must have the ability to take initiative and exercise independent judgment. The Director should have knowledge in Microsoft Word, Excel, and Power Point. Additional: Basic knowledge in Accounting, and Medical Billing would be highly recommended for this position.

WAGE: DOE

Summary of Duties & Responsibilities. (Full description available at Lincoln County Clerks Office.)

- Plans, directs, organizes, and evaluates the departments EMS activities, for all EMS personnel.
- Develops, implements EMS monthly training, plans any additional training, and works with Idaho EMS for any related training to any Optional Module scope adopted by EMS division and allowed by Medical Director.
- Performs training and engages in field observations while working with Medical Director and any training officer for evaluations of EMS personnel.
- Maintains record keeping of any training provided by Lincoln County EMS and maintains acquired CEU's, by all personnel within EMS Division. Submits this information to State.
- Applies and Maintains District Licensure with Idaho EMS
- Maintains proper staffing by advertising, interviewing, and hiring of all personnel.
- Maintains a good relationship with the Officers and Department Heads of other Emergency agencies including Fire, Law, Search and Rescue.
- Develops short and long-term goals for EMS Division.
- Develops Annual budget for operations of Ambulance District and provides copy to Board no later than July 15th of each year.
- Maintains ambulance budget, oversees department revenues and expenditures.
- Maintains Ambulance Fleet, equipment and supplies.
- Works with current billing company (System Design West) to ensure accurate reporting of all PCR reports, batch logs and accounts receivable.
- Applies for any granting opportunity for EMS equipment and vehicles.
- EMS Director, acts as Public Relations Director and manages media relations etc.
- Knowledge of Infection control, recertification and re-licensing processes for all levels, and grant writing.

Job Opening: Open from October 18th 2017; for 30 days OR until filled. See Lincoln County Clerk for FULL description. Applications available at Lincoln County Courthouse - 111 West B Street Suite C, Shoshone, Idaho 83352, Or <http://www.lincolncountyid.us/> Or Call: 208-886-7641