

South Royalton Rescue Squad

Job Description

Administrator

Pay Classification: Hourly; Full-Time.

Job Summary:

Manages the operations of South Royalton Rescue Squad (SRRS). Has responsibility to train and manage staff, set schedule, and work within the annual budget. The position is for work up to 48 hours per week.

Duties and Responsibilities:

1. Supervises SRRS personnel.
2. Is scheduled for on-ambulance duty during all work hours, with minor exceptions for required external meetings and duties
3. All work for SRRS is to be done at SRRS facilities. Recording work time is to be done on the system at the SRRS facility when working.
4. Must work on all shifts, on a rotating basis to ensure that the Administrator works on the ambulance with each crew member within a three-month period.
5. Must provide a weekly activity report to the AB, with the format and content to be determined by the AB and the Administrator. This report shall include shifts not staffed in the current period and immediate future.
6. Must inform the AB in the event the ambulance is out of service for more than eight hours, or scheduled to be out of service, the reason for being out of service and the plan for call coverage. Must develop a plan for having a loaner or rental ambulance available for when our ambulance is out of service. The plan shall include the sources, costs and lead times for each source.
7. Manages operations and activities. Must be a staff team builder.
8. Assists with the development of the SRRS budget. Works with the financial staff to provide monthly financial reporting to the Advisory Board.
9. Develops and maintains statistical information pertaining to EMS personnel; provides monthly reporting to the Advisory Board.
10. Develops and maintains quality management and quality assurance programs and makes recommendations for implementation.
11. Maintains billing processes for all services. Ensures all call reports are complete and sent to billing service. Works with billing service to maximize collections, within policy guidelines.
12. Works in conjunction with state and local agencies to continuously develop and manage Emergency Medical Services.
13. Develops and maintains Staff Training Calendar, and ensures that training requirements are met. Develops and maintains own continuing education plan.

14. Responsible for the acquisition, maintenance, and repair of vehicles, medical instruments, facilities, equipment, and supplies within budget and purchasing guidelines.
15. Ensures that SRRS operations function within the guidelines and requirements of numerous Federal, State and local agencies, as well as Medicare, Medicaid and other insurance regulations and policies.
16. Develops and maintains public outreach, information and service programs.
17. Works cooperatively and proactively with other area EMS and public safety organizations and authorities.
18. Performs other duties as instructed and assigned.

Required Knowledge, Skills, and Abilities:

1. Ability to supervise and evaluate the work of others
2. Ability to manage competing priorities
3. Ability to prepare and interpret statistical, analytical, and financial reports
4. Ability to develop and manage a budget
5. Ability to communicate effectively both orally and in writing with staff and community members
6. Knowledge of regional geography, and locations of emergency facilities
7. Strong public speaking skills
8. Physical ability to work with others to lift and transport patients.

Education and Experience:

1. Relevant experience and training
2. Five or more years experience in a volunteer service or other public safety operation, with at least four years supervisory and budget responsibility
3. Minimum of Vermont Emergency Medical Technician License