



## County of Bland, Virginia

## Job Description

**JOB TITLE:** Emergency Medical Services Chief

**FLSA STATUS:** Full-Time / Exempt

**DEPARTMENT:** County Administration/Rescue Squad

**JOB SUMMARY:** Performs complex administrative, technical and planning work in the development and administration of a comprehensive Emergency Medical Services (EMS) program. Develops procedures, rules, and regulations for administration of EMS to coincide with state and federal plans.

### **JOB RESPONSIBILITIES:**

1. Oversee the administration of the EMS Program, along with related training. Will supervise employees to include prioritizing and assigning work; conducting performance evaluations; ensuring staff are trained and developed, and making hiring, termination and disciplinary recommendations.
2. Ensure 24-hour EMS coverage for the County.
3. Oversee the assigned budget for the department. Also, develop a budget.
4. Report to the Rescue Squad Board monthly.
5. Maintain awareness of transport billing status and generated revenue from transport billing by assigning, supervising, competing and assessing billing practices, policies and procedures.
6. Manage field operational staff and the day-to-day operations.
7. Maintain extensive knowledge of emergency medical care and advanced life support techniques and equipment.
8. Maintain patient care records and other documentation as required according to local, state, and federal policies and procedures.
9. Designate staff for field preceptor or field training officer roles for new employees.
10. Monitor the status of the County's EMS system and assist in coordinating resource allocations.
11. Implement and utilize the ICS system as necessary while assuming the most appropriate role.
12. Serve as the department liaison to neighboring EMS agencies and jurisdictions; hospitals; skilled nursing facilities; the Virginia Office of EMS; and other key stakeholders.
13. Coordinate agency training and education activities to maintain mastery of skills and competence in the delivery of patient care, including annual oral boards with the operational medical director.
14. Provide emergency response on a 24-hour basis for major incidents and coordinate on-call supervisor scheduling with the department leadership team.
15. Respond to questions, complaints, and requests for information by telephone, e-mail, or in person from news media, merchants, community and civic organizations, the public, attorneys, and county administration.
16. Ensure compliance with of department pharmacy with Virginia Board of Pharmacy regulations.
17. Maintain inventory of supplies, forms, equipment and ensure availability of adequate resources to carry out daily operations.
18. Develop initiatives to foster and promote recruitment and retention for both volunteer and career personnel.
19. Participate in EMS-related public health initiatives for schools, community organizations, or other entities as assigned.
20. Utilize radio and digital communication platforms in daily operations with appropriate communication discipline.

21. Must adhere to all Bland County Emergency Services policies and procedures.
22. All other duties as assigned.

#### **KNOWLEDGE SKILLS AND ABILITIES:**

1. Relevant equipment, policies, procedures, and strategies to promote effective local, state, or national security operations for the protection of people, data, property and institutions.
2. Possess knowledge of Virginia Office of EMS regulations.
3. Administrative and clerical procedures and systems such as word processing, managing files and records, designing forms and other office procedures and terminology.
4. Ability to handle stress effectively without performance interference.
5. Organize, set priorities, and exercise sound independent judgment within areas of responsibility.
6. Communicate clearly and effectively, both orally and in writing with staff, patients and others.
7. Knowledge of emergency medical care and advanced life support techniques and equipment.
8. Acknowledge the risk of exposure to bloodborne pathogens, hazardous materials and substances to self and others.
9. Familiarity with the geographical layout of Bland County.
10. Ability to manage major emergency medical services incidents and make timely, appropriate decisions regarding patient care.

#### **EDUCATION / CERTIFICATION / ACCEPTABLE EXPERIENCE**

Associate degree or higher in a related field and extensive experience in the field of Fire and EMS or any equivalent combination of education and experience. Current National Registry and Virginia EMT-Paramedic certifications preferred.

Two (2) years Minimum EMS Experience with supervisory management preferred.

Certification requirements within the first year:

- Valid Virginia Driver's License
- ICS 100: Introduction to the Incident Command System
- ICS 200: Basic Incident Command System for Initial Response
- ICS 700: National Incident Management System (NIMS)
- ICS 800: National Response Framework, An Introduction
- Virginia OEMS-approved Emergency Vehicle Operator Course (EVO) Certification Class 1,2,&3
- Virginia Emergency Medical Technician
- National Registry Emergency Medical Technician
- American Heart Association Basic Life Support (BLS) for healthcare professionals

Certification requirements at five years:

- ICS 400: Advanced ICS-Complex Incidents
- Virginia Paramedic Certification
- National Registry Paramedic Certification
- American Heart Association Pediatric Advanced Life Support (PALS) for healthcare professionals.
- Virginia Advanced Emergency Medical Technician
- National Registry Advanced Emergency Medical Technician Certification