

Hollidaysburg American Legion Ambulance Service Job Description

EXECUTIVE DIRECTOR

The Executive Director is responsible for planning, directing, monitoring and maintaining the operations of HALAS. The Director supervises the Supervisors, the Assistant Director and the Financial Director as well as the office staff. The Director will oversee the daily operation of the service and will report to the Board of Directors.

ESSENTIAL FUNCTIONS

Assure that all records regarding billing and receipt of funds are accurately maintained in accordance with applicable laws and regulations of the Federal and state governments.

- Hire and supervise the daily activities of, through/with the Assistant Director and Financial Director, the office staff.
- Update billing and computer systems so that office activities are conducted as efficiently as possible in order to maximize income to the Service.
- Create a client/line staff friendly atmosphere that is a positive extension of the service's interaction with its community bases.
- Determine the size, expectations, standards of conduct and performance for office staff. Enforce the adherence to HALAS policies and procedures by the office staff.
- Available on-call 24/7 for investigative emergencies and/or medical related emergencies, if required.
- Perform such other tasks and assume such other responsibilities as may be assigned by the Board of Directors.

Assure that all records pertaining to patient transports and services rendered by HALAS are maintained in accordance with the rules and regulations governing EMS promulgated by the Department of Health, Commonwealth of Pennsylvania.

- Develop and supervise a system to maintain such records in a non-paper environment as soon as practical.
- See that HIPPA requirements are met.
- See that patient care reports are done in a timely manner.

Attend all Board of Directors meetings.

- Create the monthly agenda.
- Submit budgetary reports as requested.
- Submit operational reports as requested.
- Submit other requested reports as requested.
- See that Board decisions are enacted.

Appoint (with Board concurrence) Assistant Director and Financial Director to assist in completing his/her duties. Supervisors do not require Board concurrence.

- Assign duties beyond shift supervision in keeping with the skills and abilities of the managers.
- Create a working managerial team.
- Supervise their activities on a direct basis.
- Set goals and objectives for them to achieve.
- Mentor and develop their skills as supervisors.
- Correct deficiencies as needed.

Participate in negotiations with employee labor representatives or send a substitute when necessary.

Employ line EMTs, paramedics and other applicable providers to conduct HALAS's mission.

- Interview or cause to be interviewed, candidates after reviewing their applications.
- Reach hiring decisions about new staff.
- Assign line staff to schedules and stations.
- Recognize and correct deficiencies in employee performance.
- Deal with labor-management issues.
- Utilize legal and labor relations expertise as necessary.
- Create effective payroll systems so that employees are paid in an accurate and timely manner.
- See that employees are properly qualified for their assignments. See that they maintain necessary continuing education requirements, certifications and authorities.
- See that proper uniform standards are met and followed.
- Take disciplinary action when needed.

Supervise the operation and maintenance of the physical plant(s) and equipment of the Service.

- Ensure the regular maintenance and inspection of ambulance and van units.
- Ensure the presence of required equipment in/on the units.
- Ensure the proper cleaning and care of the stations and units.
- Deal with any safety violations caused by employees.
- Effect repairs to and updating of equipment as needed.

Serve as a line paramedic when needed.

Train staff as necessary.

Supervise and evaluate the performance of the Assistant Director, Financial Director and Supervisors.

- Mentor new managers.
- Create standards of performance and evaluate the performance of these employees.
- Define additional work assignments for these positions.

DESIRED FUNCTIONS

Serve or designate another manager to serve as a liaison to the relevant EMS council(s).

Develop and/or expand the service area(s) of HALAS.

Interact with community organizations in a public relations or supportive manner when possible.

Attend or assign staff to attend local governmental meetings in HALAS service area. Maintain close working relations and service agreements with municipalities.

Recruit line staff.

Speak at school and training programs for EMTs and paramedics.

Conduct random quality analysis of managerial and line patient care reports.

EDUCATIONAL AND/OR TRAINING REQUIREMENTS

Be certified as a paramedic by the Commonwealth of Pennsylvania (enroll within one year for new hires and successfully complete the program).

- Maintain such certification through appropriate continuing education.
- Advanced medical training/degree beyond paramedic desired, however, current paramedic certification must be maintained.

Obtain and maintain medical command authority.

Have sufficient experience in EMS to adequately judge the operational needs of a service of the complexity and diversity of HALAS.

Maintain a valid Pennsylvania driver's license.

Be willing to take advanced training as a paramedic as well as business and/or management operations.

KNOWLEDGE, SKILLS AND ABILITIES

Function as a member of a Management Team.

- Understand the meaning of being in a team.
- Demonstrate loyalty to the service.
- Support managerial decisions.

Know Federal, State and County EMS requirements.

Maintain advanced knowledge at the paramedic level.

- Administer medications (including controlled substances) as appropriate and directed.
- Ability to judge the appropriateness of actions taken by other line employees.

Have knowledge of HALAS operational procedures and protocols.

Write coherent patient care reports that are complete, accurate and timely.

Use emergency medical equipment effectively.

Observe safe and effective driving habits.

Must complete eligibility requirements, physical examination, and a criminal record check

Practice basic supervisory skills.

- Give effective directions and commands.
- Lead by example.
- Mentor employees as needed.
- Review employee performance for quality and adherence to operational procedures.
- Use positive reinforcement to obtain desired employee behavior.
- Quickly take corrective actions when necessary.
- Be firm, but fair.

Physical Requirements:

This position is typically located in an office setting and requires sitting and standing for long periods of time, but will interact with personnel and equipment/process in the EMT environment as well. The position requires ambulatory skills sufficient to travel, if required. Requires good hand-eye coordination, arm, hand and finger dexterity, including ability to grasp, visual acuity to use a keyboard, and operate standard office equipment. This position requires the ability to stand, walk and manipulate (lift, carry,

move) light to medium weights of up to 50 pounds. Requires the ability to express or exchange ideas by means of both verbal and written communication.

The physical demands described 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.

EVALUATION:

The Executive Director will undergo an annual evaluation which is administered by the President of the Board of Directors. Such evaluation will be disclosed by the President to the entire Board of Directors, in confidence, for an annual assessment and recommendations on salary adjustments.

Acknowledgement of Position Description:

I have read this position description and fully understand the requirements set forth therein. I understand that this is to be used as a guide and that I will be responsible for performing other duties as assigned. I further understand that this position description does not constitute an employment contract with Hollidaysburg American Legion Ambulance Services, Inc.

Employee Signature

Date

Printed Name