

Company/Department:	Morgan County EMS
Job Type:	Fire Fire
Job Title:	Deputy Director of EMS
Location:	1789 E. Morgan St, Martinsville, IN, 46151

Qualifications:

Typical Qualifications

Comprehensive knowledge of the standards, laws, and regulations pertaining to emergency medical services administration and organization; agency rules and regulations; federal, state laws and local ordinances; geography of Morgan County and the location of buildings; along with the ability to deal with the public firmly and tactfully; analyze complex emergency medical services issues and to adopt quick, effective and reasonable courses of action. The Deputy Director must demonstrate skill in the use of specialized emergency medical services equipment; the operation of a motor vehicle; ability to establish and maintain effective working relationships with others; ability to communicate effectively both orally and in writing and produce effective reports and studies as required.

Any combination of education and experience equivalent to graduation from an accredited college or university is preferred, healthcare or public administration, or a closely related field and extensive knowledge of modern emergency medical services principles, procedures, techniques, and equipment. Considerable knowledge of applicable laws, ordinances, department standards, operating procedures, and regulations of Morgan County are preferred. The various divisions of the agency may require specific educational requirements and certifications in addition to those listed in this document.

Supplemental Information

Possession of a valid driver's license issued by the State of Indiana and successful completion of the Emergency Vehicle Operator's Course within 6 months of hire date is required. Required certifications include Emergency Medical Technician - Paramedic, ACLS, ACLS Instructor, PALS, AHA CPR,

All agency employees are subject to non-restrictive 24-hour call-back, irregular work hours, and various workstation assignments. Agency positions require a background investigation and candidates must successfully complete a drug screening process.

Standard Certifications

- Emergency Medical Technician Paramedic
- American Heart Association Advanced Cardiovascular Life Support Provider
- American Heart Association Pediatric Advanced Life Support Provider
- American Heart Association Advanced Cardiovascular Life Support Instructor (12 months to obtain)
- American Heart Association Basic Life Support Instructor (12 months to obtain)
- NIMS 100, 200, 700, 800 are mandatory (300 and 400 preferred, but must be obtained in 12 months)

Recommended Certifications

- American Heart Association Pediatric Advanced Life Support Instructor
- Pre-Hospital Trauma Life Support or International Trauma Life Support
- Handtevy Provider Certification (within 6 months)
- EVOC/EVDT

Job Description:

Examples of Duties

- Demonstrates characteristics of well-versed leadership and management through the review and compliance with department, local, state, and federal regulations, ordinances, policies, and procedures.
- Understands the importance of mentorship, direction, and feedback when working with subordinate personnel. The Deputy Director is responsible for regularly evaluating personnel and documenting their performance.
- Lead Quality Assurance and Quality Improvement Officer working in cooperation with the Training QA/QI Officer.
- Assists with the overall administration of the department including maintaining records and files, preparing reports, and delivering presentations.

- Develops, recommends, and implements goals and objectives which are beneficial for organizational growth.
- Assesses the needs for additional training and development of personnel and enhancements to organizational systems, in cooperation with the Training QA/QI Officer.
- Functions as the Incident Commander, Section Director, Branch Director, Division or Group Supervisor, as well as any other position within the Incident Command System while operating on the scene of an emergency incident, special event, To include National Emergencies (pandemic, epidemic natural disasters, where the National Response Framework dictates the use of differing Emergency Support Functions, or other assignment where the support of the agency is required;
 - o Performs work within the Emergency Operations Center, including but not limited to maintaining successful agency operations, continuity of County operations, and successful support and recovery during times of activation.
- Functions on local, regional, state, national, and international working groups, and committees for the betterment of the organization, as assigned by the Director or designee; and performs related tasks as required.

Job Description Addendum

Deputy Director for Emergency Medical Services specific job functions not necessarily covered by the Job Description "Deputy Director"

- Develops, implements, evaluates, reviews, and modifies programs related to the delivery of Emergency Medical Services.
- Responsible for management of the department's Ambulance Transport Billing program in cooperation with Med Bill. Consistently reviews performance indicators and implements modifications to Emergency Medical Services programs and protocols as necessary, ensuring effectiveness and compliance with local, regional, state, and national standards of patient care and scope of practice.
- Coordinates with department Command Staff and leadership to plan, direct, and implement training evolutions, performance drills, and operational exercises.
- Attends and participates in training and educational

programs as well as local, regional, state and national meetings to keep abreast of current trends in the field of Emergency Medical Services

- Completes a regular review of Standard Operating Procedures and Medical Protocols which direct the delivery of Emergency Medical Services.
- Designs, implements, and manages the department's Emergency Medical Services Quality Assurance/Quality Improvement program in cooperation with the Training QA/QI Officer.
- Serves as the first point of contact and regular liaison with the Operational Medical Director and staff members from local receiving facilities, to include extended care facilities.
- Assists in the coordination of the Department's Emergency Medical Services licensure and authorization from the Indiana Emergency Medical Services Commission.
- Participates in the development and administration of the assigned program budget to include forecasting additional funds needed for staffing, equipment, materials, and supplies.

Salary:

Pay and Benefits Salary – \$53,560 per year Benefits – Medical, Dental, Vision Civilian PERF, Morgan County Is An Equal Opportunity Employer

How to Apply:

<https://morgancounty.in.gov/> go to the bottom of the page and there will be a red sign that says "Now Hiring." The County application can be found on this page as well.

Please submit a completed application, resume, and cover letter to dwarren@morgancounty.in.gov.

Application Deadline:

October 30, 2020