

DAY COUNTY

AMBULANCE DEPARTMENT SUPERVISOR

GENERAL STATEMENT OF DUTIES:

Performs professional, supervisory and administrative work in the direction and operation of the ambulance service and staff. Performs patient care in a professional and timely manner as directed by level of training, medical protocols, medical director and/or medical control. Respond to all ambulance calls in a safe and timely manner as directed by dispatch, law, fire or medical personnel.

REPORTS TO: This person reports to the County Commission for non-patient care information and the Medical Director for all aspects of patient care.

MAJOR JOB RESPONSIBILITIES:

Will cover 15 – 24 hour shifts per month in the ambulance.

Supervise all full- time and volunteer personnel within the department

Administrative duties include but not limited to, staffing, scheduling, budgeting, purchasing, training, and disciplinary actions in accordance with Day County Personnel Manual.

Maintain standard operation procedures development.

Maintain patient care protocols with medical control.

Liaison with Medical director and staff.

Liaison with all hospital and clinic staff utilized by Day County Ambulance Departments.

Responsible for conducting regular meetings with all Day County Ambulance personnel.

Complete or schedule EMT instruction of classes for new hires and existing Ambulance personnel.

Responsible for providing medical care and delivering patients to their respective destinations in a safe and timely manner.

Assure that all patient information is included in EMS trip report.

Responsible for making sure vehicle is completely checked and stocked after all calls.

Responsible for making sure the necessary maintenance/repairs on the vehicles, ambulance equipment and ambulance garage are completed.

Responsible for ensuring that vehicle is clean at all times and properly fueled and fluid levels checked.

Attend additional training/education to maintain certification and or as directed by the Day County Commissioners.

Must have the ability to read road maps and drive ambulance rig.

Must be able to communicate verbally; via telephone and radio equipment.

Must be able to lift minimum of 100 lbs and able to lift patients into ambulance.

NECESSARY QUALIFICATIONS:

Must have completed course work to hold a Current South Dakota or National EMT Certification.

A valid South Dakota driver's license.

Must have or be willing to obtain EVOC license.

Ability to understand and follow written and oral instructions and be able to communicate well orally and in writing to others.

Ability to establish and maintain effective working relationships with other employees and the general public.

I have read the above position description and fully understand the conditions set forth. I will perform these duties to the best of my knowledge and ability. I also agree to abide by the operations and personnel policies of Day County.

Employee: _____ Date: _____

Hiring
Authority: _____ Date: _____