

Northwest Wexford Emergency Authority (NWEA)

POSITION: NWEA Emergency Services Director

REPORTS TO: NWEA Board

POSITION SUMMARY:

The NWEA Director is responsible for overall Fire/EMS Operations. This position is critical for the start-up operations of the Authority. In addition, this position will be key to driving organization structure, staffing, pay/compensation, operational and strategic recommendations to the Board.

ESSENTIAL FUNCTIONS:

- Actively supports the mission, vision, and organizational goals of the Authority.
- Works with Fire Chief /EMS Captain to manage, operations/resources; i.e., equipment and supplies, maintenance schedules, communications equipment, uniforms, vehicles, buildings, training, etc. to ensure our community has competent and effective fire response.
- Manages department resources; i.e., fire equipment, fire supplies, medical supplies, treatment and diagnostic equipment, communications equipment, uniforms, vehicles, buildings, training equipment, physical stations, and offices, in accordance with standards consistent with delivery of competent patient care and maintenance of a positive public image.
- Maintains and implements a set of Standard Operating Procedures (SOPs) for the EMS department that is consistent with national, state and local standards and approved by the agency's Medical Director. Such SOPs are to be referenced in the agency's Medical Supervision Plan and annual state licensure application.
- Responsible for being the NWEA Agency Licensure Administrator, maintaining the organization's roster, and coordination with Northwest Michigan Medical Control Authority (NMMCA).
- Establishes a Medical Supervision Plan for the out-of-hospital setting according to the most current rules and standards adopted by the Med Control protocols.
- Establishes, implements, monitors, and revises an efficient operational EMS operation that delivers competent, compassionate patient care in the pre-hospital and in-hospital setting.
- Serves as the Fire/EMS department representative and liaison by coordinating with other County and/or local and regional emergency response agencies in emergency situations and such other incidents as may arise. Maintains a functional Incident Command structure consistent with standard FEMA requirements.
- Reviews and aids in the implementation of an annual Fire and EMS training calendar and SOG's produced by the Fire Chief and EMS Captain.
- Takes report from Officers as to current licenser/certifications of employees and applies minimum certification standards.
- Over-sees public relations and clinical outreach functions through community education programs; i.e., CPR/First Aid certifications, participation in school and community events, presence at public meetings, and participation in such other activities on a local, state and regional basis as may be appropriate.
- Assists with various community functions as a representative of the Authority as required.
- Manages the EMS department's payables, accounts receivable and ambulance run billing systems.
- Establishes schedule for Fire/EMS personnel and works with direct reports to ensure shifts are covered for proper response.
- Works to build a strong bond within the Authority first responders, diffuses disagreements in a professional manner, acts on employee problems, recommends new employees to the Board, recommends promotions, and handles discipline and counseling as required.
- Assists in training of new personnel and/or ensuring that training is provided as appropriate
- Some of these duties may be delegated to qualified team members, or hired out upon Board approval, but the Director retains overall responsibility for the quality and delivery.
- Performs all other duties as assigned.

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SKILLS/EDUCATION/OTHER REQUIREMENTS:

- Must meet all minimum qualifications as described for the positions of subordinate operational staffing.
- Must possess a High School Diploma or equivalent.
- Associate or Bachelor's degree related to the management of Emergency Services OR related work experience with prior management experience.
- Must possess and maintain a valid State of Michigan EMS License to the level of agency licensure.
- Must possess a Michigan Firefighter II certification and Michigan Fire Officer I Training.
- Must possess a valid Michigan driver's license with limited points as defined by the Authority's insurance policies.
- Approval to function at the Advanced Life Support level within the Northwest Regional Medical Control Authority.
- A minimum of five years EMS experience functioning at the ALS level or current level of service.
- A minimum of seven years firefighter experience with volunteer, part-paid, or full-time department.
- Must possess effective organization skills with attention to detail and a knowledge of general management principles.
- Must possess effective verbal/written communication skills.
- Must provide strong sense of strategic direction leadership vision and direction.
- Must be able to navigate and successfully use essential supportive software and technology related to Emergency Services Operations including billing and financial management.
- NIMS 100,200,300,400,700,800

DESIRED BEHAVIORAL TRAITS:

- Self-motivated and a self-learner while maintaining an open mind to future advancement of the agency.
- Ability to facilitate a strong bond among our first responders and encourage cooperation within and across the Fire and EMS personnel.

The above statements are intended to describe the general nature and level of work performed by a person in this position. They are not to be construed as an exhaustive list of all duties that may be required.