

Emergency Medical Services Director

Castle Rock Ambulance Service **Green River, WY**



Salary and Benefits summary

\$85,000 to \$95,000 per year
Health, Dental and Vision Insurance
Generous 401(k) and 401(k) matching up to 9.7%
Life Insurance
Generous PTO
Flex Spending Account

Employment applications are available at Castle Rock Medical Center, 1400 Uinta Drive, Green River, WY or online at <https://castlerockmedicalcenter.org/careers/>

HR: 307-872-4517
Email: hr@crhd.org

Summary of Job:

The Director provides the leadership, operational management, and vision needed to ensure that Castle Rock Ambulance has the required operational controls, consistent administrative and reporting procedures, and people systems and processes to effectively manage the day-to-day operations, grow and improve the organization, ensure financial strength, and maintain an engaged, highly capable workforce. The position requires active, respectful, constructive and inclusive leadership as well as the ability to easily move between operational hands-on and higher level administrative and strategic work.

Essential Job Functions:

Day to day leadership and management of ambulance activities, department operations and personnel. Responsible for all personnel management including staffing, training, and measuring performance. Collaborates on the development and implementation of departmental policies/procedures, and operational guidelines. Responsible for training and ensuring compliance on all regulatory and safety procedures and requirements. Responsible for the training necessary for recertification of current EMTs and overseeing training of new EMTs. Prepares annual budget, is responsible for enforcing the budget, and advocating for supplies needed to improve patient care. Spearheads the development, communication and implementation of effective growth strategies and organizational improvements.

Collaborates with Castle Rock administration when required to implement plans for infrastructure, systems, processes, and personnel changes.

Maintains positive, mutually beneficial relationships with other first responder organizations within surrounding communities.

Oversees Transport Agreements with local Nursing Homes and Air Ambulance Services.

Must establish, maintain, and facilitate positive working relationships with personnel and agencies, including but not limited to the Physician Medical Director, Hospital, Fire Departments, Police Departments, The Sherriff's Office, the 911 District, and elected officials.

Reviews and critiques all trip sheets and prepares them to submit for billing.

Managing staff PTO requests, communicates approval or denial, reviews timecards and submits payroll.

Attends Department Head Meetings.

Organizes community service programs and community events.

Schedules ambulance standby for various activities outside of the department.

Supervises cleaning of ambulances, ambulance storeroom, training room and equipment.

Ensures there is a system for adequate supplies on ambulance, and that staff have what they need to do their job.

Communicates with the maintenance department to ensure equipment and vehicles are kept in optimum condition.

Available for call as necessary to cover gaps in coverage.

Performs other related duties as necessary.

Qualifications:

- Minimum of five (5) years of experience (manager, assistant director, director, or administrator level position) managing a high-performance EMS system preferred.
- Extensive knowledge of emergency medical service systems.
- Experience in financial planning and analysis.
- Experience in organization development, personnel management, budget and resource development and strategic planning.
- Must possess valid Wyoming Driver's License.

Education:

- Graduate from an accredited EMS school and have a bachelor's degree in Emergency Management Services, Business Management, Public/Business Administration, or a closely related field preferred
- Must maintain an AEMT, IEMT or Paramedic Certificate.
- Instructor/Coordinator State of Wyoming preferred.
- Must be proficient in use of computer and other standard office equipment.

Environment / Work Conditions:

- Work can be physically and emotionally demanding and requires the ability to multitask in crises and high stress situations.
- This position can require working in adverse weather conditions including extreme temperatures, wet conditions, wind, snow, and ice.
- Exposure to blood borne pathogens is a risk.