



Town of Wamsutter

231 McCormick St
PO Box 6
Wamsutter, WY 82336-0006

Phone: 307-328-0468
Fax: 307-324-9438

Full-Time Ambulance Director

Job Description:

This position is a full-time paid position through the Town of Wamsutter with competitive wages

Successful Candidate will:

- Possess Wyoming EMT or higher certification
- Self-motivated
- Excellent communication skills
- Ability to lift a minimum of 50 lbs. without assistance
- Valid driver's license with a clean driving record

Job Duties:

- Ambulance coverage 40 hours per week with a minimum of 12 hours of volunteer hours
- Recruit, hire, and supervise paid and stipend-paid EMT's
- Schedule and ensure 24/7/365 EMS coverage
- Overall accountability for budget
- Collect/Oversee/Submit time sheets
- Work with billing services to ensure prompt and timely collections
- Research grant or funding opportunities for salaries, supplies, equipment, etc.
- Responsible for ordering and stocking all supplies
- Provide all paperwork to billing service and serve as a single point of contact – work with them to obtain/maintain Medicare/Medicaid #
- Handle monthly scheduling
- Work with the State EMS office on requests
- Handle requests for information
- Attend trauma reviews with MHCC and communicate back to crews
- Maintain SOP's and protocols
- Conduct vehicle checks weekly
- Schedule and ensure routine maintenance
- Offer/provide CPR training for community and EMS
- Set up/organize monthly training
- Track and provide training reports for recertification
- Ensure compliance with all Federal, state, and local regulations.
- Attend monthly meetings of Wamsutter Town Council & Health District
- Renew licenses.
- Other duties as assigned.

Applications can be found online at www.wamsutter-wy.org or mailed to the address below:

Town of Wamsutter
PO Box 6
Wamsutter, WY 82336
307-328-0468 – Phone 307-324-9438 – Fax
Mina@wamsutter-wy.org