

CHEYENNE COUNTY

POSITION TITLE: **Ambulance Coordinator**
DATE: **March 30, 2019**
RESPONSIBLE TO: **Board of County Commissioners**

SUMMARY OF POSITION:

At the discretion of the Cheyenne County Board of County Commissioners (BoCC), position administers the County's Ambulance service as required by state and federal laws to remain in compliance, work in conjunction with the Ambulance Service Authority Board, assure EMTs are properly trained, understand and adhere to compliance and operating procedures, complete necessary reports for department, participate in training and exercise drills, conduct EMT training program, maintain supplies and equipment, process billing and financial documents, and maintain reports, documents and files.

The duties listed below are representative of this position, but do not necessarily include all duties that an individual in this position may be properly called upon to perform.

ESSENTIAL FUNCTIONS:

- Assure EMTs are properly trained and maintain credentials
- Recruit new EMTs
- Complete necessary billing and financial reports
- Maintain accurate bookkeeping records and insurance filings
- Process incoming and outgoing mail
- Manage emails and phone calls
- Prepare data for ambulance board meetings
- Perform special projects/tasks
- Maintain department inventory including equipment, ambulances, and supplies
- Seek and manage funding opportunities
- Work in conjunction with other county departments or agencies
- Manage annual budget for department within scope of authority

JOB REQUIREMENTS:

Knowledge of:

- Department policies and procedures
- Applicable state, federal and local ordinances, laws, statutes, rules and regulations
- Basic principles and practices of accounting
- National Incident Management System (NIMS)
- Record keeping, report preparation and filing methods
- Safe practices and procedures for performing essential functions of the job
- Facilitating meetings effectively
- General office procedures, policies and practices
- Knowledge of talk radio, computer and other general office equipment
- Computer hardware/software related to performance of the essential functions of the job
- Programs and services offered by the agency

Skill in:

- Responding quickly to changing situations
- Operating and maintaining all assigned equipment
- Public speaking
- Using tact, discretion, initiative and independent judgement within established guidelines

- Researching and summarizing a variety of information and statistical data
- Reading and interpreting documents such as safety rules, operation and maintenance instructions and procedure manuals
- Completing reports and correspondence
- Effective verbal and written communication skills
- Able to delegate responsibilities if necessary
- Operating in a professional and ethical manner

OTHER RESPONSIBILITIES:

Perform other job-related duties as required

DIFFICULTY OF WORK:

Work may require the ability to perform under extreme pressures and possible time constraints or volatile situations. Flexibility in job performance is critical. Job requires the ability to stay objective in all areas of service delivery and office operations. Employee may be exposed to stressful situations or people when performing the essential functions of the job.

QUALIFICATIONS, EDUCATION, TRAINING AND EXPERIENCE LEVEL:

Education: Degree in Emergency Management or related field such as Criminal Justice or Emergency Medical Services. A minimum of a High School Education or GED; and

Experience: 3-4 years of responsible ambulance service experience; or

Substitutions: Any combination of education, training and experience which provides the required knowledge, skills and abilities to perform the essential functions of the job.

LICENSES AND CERTIFICATIONS:

- Valid Colorado Driver's License
- EMT Credentials

TECHNICAL SKILLS:

- Operate office equipment such as copier, fax machine, radios, telephone and computer
- Operate ambulances, equipment and supplies
- Availability for emergency call-in
- Willing and able to follow directions and adhere to policy
- Ability to work with other staff, individuals and agencies
- Professionalism and confidentiality
- Ability to read and interpret documents
- Independent judgment and problem-solving abilities
- Understand insurance billing and financial documents
- Ability to communicate effectively and to establish and maintain effective working relationships with other employees, officials and the public
- Good communication skills, both oral and written
- General office procedures, policies and practices
- Ability to follow verbal and written instructions
- Organized work, setting priorities, meet deadlines and follow-up on assignments

WORKING ENVIRONMENT AND PHYSICAL EFFORT:

Performing the essential functions of this job may include sitting, standing, using hands, handle or feel objects, use stairs, speak and hear, and push, pull and/or lift over 50 pounds. Some work is completed in a small office setting with normal office noise. There may be travel to and from meetings and trainings that could involve unexpected weather conditions. The working conditions are typically quiet, but may be loud at incident scenes. Must be able to work variable hours, be on-call and able to respond to emergencies when necessary.

