

**ORANGE COUNTY**

Department of Human Resource Services
333 W. Santa Ana Blvd,
Santa Ana, CA 92701
Contact Us at

<https://clients.comcate.com/newrequest.php?id=36>
INVITES APPLICATIONS FOR THE POSITION OF:

**Emergency Medical Services Coordinator -
Facilities/Disaster****SALARY**

\$34.45 - \$41.55 Hourly

ISSUE DATE: 01/13/16

FINAL FILING DATE: Continuous

THE POSITION**EMERGENCY MEDICAL SERVICES
COORDINATOR
FACILITIES/DISASTER**

This recruitment will be open for a minimum of five business days and will remain open on a continuous basis until 11:59 p.m. (PST) on the day the County's needs are met.

OPEN TO THE PUBLIC

This recruitment is being held to establish an Open Eligible List to fill current and future Emergency Medical Services Coordinator vacancies with Health Care Agency, Emergency Medical Services until the next recruitment. The eligible list established may also be used to fill vacancies in similar and/or lower level classifications.

THE COUNTY:

The County of Orange is a regional service provider and planning agency whose core businesses include public safety, public health, environmental protection, regional planning, public assistance, social services and aviation. For detailed information on County of Orange [click here](#).

THE OPPORTUNITY:

The [Health Care Agency](#) is seeking a dynamic and innovative person to fill the Facilities/Disaster Medical Emergency Medical Services (EMS) Coordinator role and make a difference in the lives of patients.

The Orange County Emergency Medical Services (OCEMS) mission is to plan, coordinate and oversee the highest quality prehospital and emergency medical care in response to individual needs and community crisis. Mutual cooperation, patient advocacy, advanced medical technology, electronic documentation and evidence-based data are the EMS program major strengths. For detailed information on Emergency Medical Services [click here](#).

The Facilities/Disaster Medical EMS Coordinator will be responsible for a broad range of complex EMS system planning, operational and quality evaluation activities. These responsibilities require the application of professional knowledge and skills in dealing with medical/nursing/paramedic/emergency medical technician related issues.

Other responsibilities of the Facilities/Disaster Medical EMS Coordinator will include but are not limited to:

- Ensures that hospitals satisfy OCEMS designation criteria and preparation and authorization of mobile intensive care nurses (MICN)
- Collaborates with:
 - Hospitals to improve pediatric care
 - Hospitals that receive patients treated and transported by Orange County Paramedics and Emergency Medical Technicians (EMT's)
 - Hospitals, paramedics and EMT's to reduce injury and illness through research and program development
 - Information Systems Chief in the facilitation/administration of patient registry, hospital hub, electronic base hospital report and licensing
 - EMS Medical Director, perform data analysis and research studies to monitor trends, detect problems, and observe for system improvement opportunities
- Provides and maintains functional direction of EMS disaster programs, projects and operations as they relate to the EMS programs, communication systems and EMS disaster medical preparedness and response and act as liaison with:
 - Hospitals providing service to the EMS community
 - State, acute care facilities, advanced life support and basic life support service providers for disaster planning and preparedness related issues
 - Terrorism working group(s)
 - Health Disaster Management (HDM) programs on: Chempak and Strategic National Stockpile (SNS) coordination; Medical Reserve Corps (MRC) integration; Alternate Care Site and Field Treatment Sites
 - OCEMS and the Hospital Preparedness Program (HPP)/Healthcare Coalition Coordinator
- Analyzes and interpret federal, state, and local regulations, policies, and procedures regarding patient care and monitor facility adherence to state and local regulation/policy/procedures
- Coordinates with:

- Facilities regarding designation/re-designation and adherence to standards for hospitals applying to be Emergency Receiving Centers, Base Hospitals, Children's Receiving Centers, Trauma Centers, Cardiac Receiving Centers, and Stroke Neurology Receiving Centers
- EMS system regarding education related to pre-hospital care and standards including approval of MICN Authorization course curriculum
- EMS disaster programs, projects and operations as they relate to the EMS system, communication system and EMS disaster preparedness and response
- OCEMS program regarding training and support for EMS staff on EMS Department Operations Center (DOC) operations and assumes EMS DOC or HEOC position assignments as needed
- EMS Authority ambulance strike teams
- Participates in the development and coordination of Continuous Quality Improvement (CQI) programs specific to the position in collaboration with the EMS CQI Coordinator and participate in and conduct quality assurance and quality improvement studies
- Performs quality assurance review of specialty care treatment (trauma, stroke, cardiac), monitor trends, detect problems, investigate and track deaths, and observe for teaching opportunities
- Monitors and tracks the following:
 - Appropriateness of treatment by Emergency Receiving Centers, and triage decisions by paramedics for victims meeting specialty center criteria sent to non-specialty centers
 - Hospital Emergency Administrative Radio (HEAR)/ReddiNet use and compliance with OCEMS policies
 - Facility adherence to disaster related federal, state and OCEMS policy and procedure and investigate complaints inquiries and problems as they relate to Emergency Receiving Centers (ERCs), fire departments and ambulance companies related to disaster preparedness/response

THE IDEAL CANDIDATE:

The ideal candidate will possess a bachelor's degree in nursing and a valid California driver's license. The ideal candidate will also demonstrate the following:

Technical Expertise and Knowledge:

- Three or more years of experience in the following:
 - Emergency management and/or emergency medical services, including project management
 - Working in an Emergency Department of an Orange County Base Hospital
 - Performing as Mobile Intensive Care Nurse or Paramedic in Base Hospital operations
 - Providing services to patients with trauma, acute cardiac, stroke, including pediatric care
- Writing and conducting public presentations or educational training related to EMS
- Facilitating disaster response for hospitals and ambulance companies
- Conducting Quality assurance/quality improvement processes related to EMS
- Using Microsoft Excel, Word, PowerPoint and Outlook proficiently
- Thorough knowledge of:
 - Title 22 requirements for EMS systems and system providers, CDPH licensing requirements, CMS approved accreditation organization requirements and OCEMS policies and procedures
 - Specialty care hospital designation requirements: Trauma, Pediatric, Cardiovascular and Stroke-Neurology
 - Quality improvement (QI) audit processes
 - EMS disaster preparedness and response

- HEAR radio, ReddiNet and 800 MHz radio systems

Communication, Problem Solving and Analysis:

- Adapting quickly in the work environment in order to understand responsibilities and be a resource to technical staff
- Applying critical thinking, problem solving and collaborative approaches to improve EMS program services
- Performing effective research and record keeping relevant to program area
- Presenting written and verbal correspondence, reports and materials in a clear, correct and comprehensible terms ranging from general notes to concepts
- Applying modern administrative methods and procedures, writing business correspondence, preparing and analyzing statistical and evaluation reports
- Analyzing, developing and revising EMS related policies and procedures

MINIMUM QUALIFICATIONS:

For detailed information on **Emergency Medical Services Coordinator** minimum qualifications [click here](#).

PHYSICAL AND ENVIRONMENTAL CONDITIONS:

The County of Orange is committed to providing a means for candidates who may have a disability to identify areas in which they may request a reasonable accommodation. The following is a description of the physical and mental abilities, which are customarily required to perform the essential job functions of this position. Candidates are encouraged to contact the recruiter listed for any questions or to request an accommodation during the testing/selection process.

Physical Characteristics: Independent body mobility to stand, walk long distance corridors and climb or descend multiple stairways quickly, bend, stoop, sit for prolonged time; strength to lift, carry, push, and pull greater than 50 pounds; manual dexterity to hand write or use computer keyboard, to reach, grasp, manipulate small objects; vision sufficient to see/read computer screen/monitor, standard written text; operate office equipment such as copier, fax machine and scanner; hear and speak well enough to communicate with patients at normal conversation level in person and over the phone; to drive a vehicle.

Environmental Conditions: Typically work in a professional office environment; in disaster response may be required to work in clinical environment; wear protective equipment/clothing as required by protocol; may work in settings where patients who have a communicable diseases; may be assigned to evenings, weekends and/or holidays during activation of the EMS Department Operations Center/OC Operational Area Emergency Operations Center. May require travel.

RECRUITMENT PROCESS:

Human Resource Services screens all applications to identify the qualified candidates for the position based on the skills required to meet the needs of the County. After the initial screening, the qualified candidates will be referred to the next step and notified of all further procedures applicable to their status in the competition.

Application Appraisal Panel | Application Rating (Weighted 100%): An Application Appraisal Panel (AAP) of job knowledge experts will thoroughly screen and evaluate all

application materials for job knowledge, competencies, and related experience described above. Only the more qualified candidates will be placed on the eligible list.

Based on the Department's needs, the selection procedures listed above may be modified. All candidates will be notified of any changes in the selection procedure. Completion of a background investigation to the satisfaction of the County may be required for some assignments.

Due to a change in California legislation in 2014, we are no longer allowed to ask for conviction history information at the time an applicant applies for a job. Rather, we are required to wait until it is determined the applicant has met the minimum qualifications for the classification. Once it is determined that an applicant has met the minimum qualifications, the applicant will be sent an e-mail notification requiring a prompt response to a brief conviction history questionnaire as a part of the recruitment process.

All candidates should check their e-mails on a daily basis, in order to ensure that they do not miss any e-mail notifications from the County of Orange regarding scheduling appointments or notifications.

ADDITIONAL INFORMATION

APPLICATION AND SUPPLEMENTAL QUESTIONS:

Apply online by clicking the "**Apply**" link above. Only online applications with completed supplemental questions, if applicable, will be accepted and evaluated unless otherwise specified.

Your application should highlight all of the experience, education and training you possess, matching this with the specific qualifications and competencies listed on the job announcement. All required information submitted will be evaluated in order to identify the most qualified candidates. Application and supplemental information must be current, clear, succinct and related to the requirements in this job announcement. You may only apply once. Duplicate and incomplete applications will be disqualified.

You are required to provide a full and complete response to each supplemental question. The information you provide may be used as a rating device, so please be detailed in your response. Failure to do so may result in a lower rating or "disqualification." Remember, this is a competitive recruitment and only the most qualified, will be referred further in the competition.

Clarity of expression, grammar, spelling and your ability to follow instructions may also be considered in the evaluation process.

Note: Responses of "See Resume" or copy and paste of work experience are not a qualifying response and will not be evaluated or rated. Resumes will not be accepted in lieu of the application and any supplemental questions. If you have no experience, write "no experience" for the appropriate question.

For detailed information on how to apply, [click here](#).

EMAIL NOTIFICATION:

Email is the primary form of notification during the recruitment process. Please ensure your correct email address is included in our application and use only one email account.*****User accounts are established for one person only and should not be shared with another person. Multiple applications with multiple users may jeopardize your status in the recruitment process for any positions for which you apply.*****

Candidates will be notified regarding their status as the recruitment proceeds via email through the GovernmentJobs.com site. Please check your email folders, including spam/junk folders,

and/or accept emails ending with "governmentjobs.com" and "ocgov.com." If your email address should change, please update your profile at www.governmentjobs.com

BACKGROUND VERIFICATION/SANCTION SCREENING:

All employment offers are contingent upon successful completion of a background check consisting of employment history, professional references, conviction history, criminal check and educational verification (i.e., degree, license, and/or official transcript).

Foreign degrees require an evaluation for U.S. equivalency by an agency that is a member of the National Association of Credentials Evaluation Services (NACES). Education information provided is subject to verification. Individuals hired by the County of Orange through this recruitment **may be required** to provide an official copy of diploma, college transcripts or official evaluation of foreign degree for U.S. equivalency within two weeks following the employment start date.

Candidates will be required to pass the background check to the satisfaction of the hiring Agency/Department. All candidates will also be required to answer a conviction questionnaire as part of the recruitment process. A clean driving record may be required while employed in this classification (see minimum qualifications and classification description for required license).

ADA/TESTING AND ASSESSMENT ACCOMMODATIONS:

The County of Orange is committed to providing a means for candidates who may have a disability to identify areas, tests or other assessments in which they may request a reasonable accommodation. Candidates are encouraged to contact the recruiter listed for any questions or to request an accommodation during the testing/selection process.

To request a reasonable accommodation for any or all of the selection process components, please notify the recruiter immediately so appropriate accommodations may be made prior to the date of the selection component.

BENEFITS:

The County offers a competitive benefits package which includes a choice of several health plans, annual leave (includes paid vacation) and paid holidays. Additionally, the County provides a retirement plan, which has reciprocity with the Public Employees Retirement System (PERS). Participation in a deferred compensation plan is available. The County also offers \$3,000 annual Educational and Professional Reimbursement.

For detailed information on benefits [click here.](#)

For detailed information on OCERS retirement [click here.](#)

Click here for additional [Frequently Asked Questions](#)

For specific information pertaining to this recruitment, contact **Marivel Chang** at (714) 834-4144 or mchang@ochca.com.

EEO INFORMATION

Orange County, as an equal employment opportunity employer, encourages applicants from diverse backgrounds to apply.



APPLICATIONS MAY BE OBTAINED AND FILED ONLINE AT:

<https://clients.comcate.com/newrequest.php?id=36>

OR

333 W. Santa Ana Blvd,
Santa Ana, CA 92701

EXAM #5709HP-0116-042 (O)
EMERGENCY MEDICAL SERVICES COORDINATOR -
FACILITIES/DISASTER
MC

Emergency Medical Services Coordinator - Facilities/Disaster Supplemental Questionnaire

- * 1. **The information you provide will be used to rate your qualifications for the position. Incomplete information will result in a lower rating. Resumes will not be accepted in lieu of completing these questions. Please provide concise, descriptive, and detailed information when answering the question.** If you do not have experience, please write "NONE".

NOTE: 'See resume', 'See above', or copy and paste of your resume are not considered qualifying responses and will not be scored.

By selecting yes below, you acknowledge that you have read and understood this application requirement.

Yes No

- * 2. You must select one of the options which qualify you for competing for the Emergency Medical Services Coordinator. Please click the appropriate bubble associated with your qualifications below.

- Possession of a valid Registered Nurse license issued by the California Board of Registered Nursing
 Possession of a valid California Paramedic License
 Completion of an approved Paramedic Training Program
 None of the above

3. As part of your response to question #2 above, a clear copy of your valid California Registered Nurse license or evidence of completion of a Paramedic Training Program **must be attached to your application for verification. Applications without an attachment of a clear copy of a valid California Registered Nurse license or evidence of completion of a Paramedic training program will be considered incomplete and will not be advanced to the next step in the recruitment process.**

Email or fax copies are not acceptable.

Yes, I acknowledged that I have read and understood the application requirement.

- * 4. Discuss in detail your experience working collaboratively with the County of Orange or other public sector, including the type of work or services you provided and level of your involvement. In your response, please include months or years of experience.

- * 5. Please explain in detail your experience in the following:

a. Emergency Department or pre-hospital patient care

b. Base Hospital operations and as a Mobile Intensive Care Nurse or paramedic

* 6. Describe your experience in the following specialty areas below. In your response please include months or years of experience:

a. Trauma

b. Acute cardiac

c. Stroke

d. Pediatrics

* 7. Explain in detail your experience or understanding of the Quality Improvement (QI) audit process as it relates to EMS.

* 8. Describe your experience and/or understanding of EMS disaster preparedness and response.

* 9. Provide a synopsis of your last public presentation or educational training. Include the date, topic and describe your target audience.

* Required Question