



MOUNTAIN-VALLEY EMS AGENCY
announces an employment opportunity for

Emergency Medical Services (EMS) Specialist I
(Alpine/Amador/Calaveras/Mariposa County Field Liaison)

\$4,263 - \$5,365 Monthly
\$51,153 - \$64,379 Annually

****This position requires frequent intra-county travel and occasional weekend work****

FINAL FILING DATE: May 20, 2016

THE POSITION

The **Emergency Medical Services Agency** is seeking a dynamic, energetic and motivated candidate to fill an Emergency Medical Services (EMS) Specialist I position. This is a full-time position that reports to the EMS Deputy Director and carries out administrative, analytical, and oversight activities. The primary responsibility of this position is to participate and report on various components of the EMS system, which may include: Certification & Training, Communications, Response & Transport, Data Collection & System Evaluation, Public Information & Education, and Disaster Preparedness.

SIGNIFICANT DUTIES

- ❖ Represents the EMS Agency to agency staff, county departments, external agencies, the public, and a variety of committees, boards, and private organizations.
- ❖ Serves as liaison to health care facility representatives, public safety agencies, and emergency medical services contractors.
- ❖ Prepares reports and correspondence.
- ❖ Reviews policies, procedures, and related information.
- ❖ Reviews and participates in emergency preparedness meetings, exercises and drills.
- ❖ Communicates and reports healthcare activities to the Deputy Director.
- ❖ Completes audits to ensure compliance.

QUALIFICATIONS

Knowledge of:

- ❖ Pre-hospital emergency medical care procedures, techniques, and protocols.
- ❖ Effective pre-hospital systems operations and procedures, program evaluation/monitoring systems and techniques.
- ❖ Computerized data systems and word processing applications.

Skills and Ability to:

- ❖ Review, analyze, and evaluate pre-hospital systems and procedures.
- ❖ Review records and data related to patient care reports.
- ❖ Work flexible hours.

EXPERIENCE AND TRAINING

Minimum Requirements:

- ❖ Any combination of experience, education, and/or training sufficient to demonstrate the knowledge and abilities listed above.
- ❖ Possession of a valid, Class C California Driver's License.

DESIRABLE QUALIFICATIONS

- ❖ Two years academic training or clinical experience in the practice of emergency medicine or pre-hospital care in the last five years.
- ❖ Certification/licensure as an EMT, paramedic or registered nurse.

APPLICATION & SELECTION PROCEDURES

TO APPLY: Submit a completed **Mountain-Valley EMS Agency Employment Application**, **resume**, and response to **Supplemental Questions** to:

Mountain-Valley EMS Agency, 1101 Standiford Ave Suite D1, Modesto, CA 95350
Attn: Cindy Murdaugh, Deputy Director

Completed application materials will be evaluated to determine those applicants best meeting the Agency's needs. Successful candidates will be placed on an eligible list for interviews. Oral interviews will be conducted after the filing date deadline.

For more information or to receive application materials, see our web site at www.mvemsa.org or contact the Agency at **(209) 529-5085**.

SUPPLEMENTAL QUESTIONS

Responses to these Supplemental Questions must be submitted with your application materials. Applications received without a Supplemental Question Response will not be considered.

1. Describe your experience and/or training in the delivery of pre-hospital emergency medical care.
2. Describe an example of how you have implemented problem-solving strategies in the workplace.
3. Describe your experience or involvement in special projects.
4. Describe an example of how you used your interpersonal skills to foster cooperation between disparate interest groups.
5. Describe your experience in emergency preparedness, exercises and drills.

BENEFITS:

The Agency offers a generous benefits package, beginning with:

- \$600/month toward medical/dental/vision/life insurance
- IRS-125 Cafeteria Plan
- SEP-IRA Retirement Account – 23% of gross salary (eligible after 1 year continuous full-time service)
- 15 paid vacation days annually
- 16 paid holidays annually
- 12 paid sick days annually

NOTE:

- If you believe you possess a disability that would require test accommodation, please call the EMS Agency.
- Employment is contingent upon acceptable documentation verifying identity and authorization for employment in the U.S.

Mountain-Valley EMS Agency is an Equal Opportunity Employer