



PARAMEDIC SERVICE • 9-1-1 EMERGENCY TRANSPORT • NON-EMERGENCY TRANSPORT • BARIATRIC TRANSPORT • SPECIAL EVENTS

Integrated Health and Compliance Officer- Job Description

Summary

Integrated Health and Compliance Officer shall oversee all departments within the organization and to ensure global compliance is being met and utilized. This person shall assist in all efforts to integrate Community Paramedicine with partnering agencies.

Essential Duties & Responsibilities

Develop, initiate, maintain, and revise policies and procedures for the general operation of the Compliance Program and its related activities to prevent illegal, unethical, or improper conduct. Manages day-to-day operation of the Program.

Develops and periodically reviews and updates policies to ensure continuing currency and relevance in providing guidance to management and employees.

Monitors, and as necessary, coordinates compliance activities of other departments to remain abreast of the status of all compliance activities and to identify trends.

Establish and maintain routine collaborative meetings with system partners to promote partnership between Medic Ambulance and partners toward achieving benchmark standards and improving patient care.

Demonstrate excellent customer service and collaborate with physicians, consumers, members, visitors, staff, and the health care community.

Demonstrate flexibility in job duties and schedule in order to aid in better serving the organization, the consumers, partners and patients of Medic Ambulance.

Participates in various workgroup and committee activities to support departmental and organizational efforts to improve the quality of services through our Community Paramedic Program.

Accomplish all tasks as appropriately assigned or requested.

Assist in the process of obtaining and maintaining Commission on Accreditation of Ambulance Services.

Physical Demands

Sitting, standing, walking, use of hands, kneel, crouch, stoop and crawl, talking, hearing, smelling, lift and/or move 20 lbs.

Communication

Effectively communicate with managers, co-workers, outside agencies, and patients with calm and professionalism.

Qualifications

Draft letters and memos with proper grammar and spelling, use Microsoft Word, Excel, Works, and other software, Effectively communicate with managers, co-workers, outside agencies, and patients with calm and professionalism, to read, analyze, and interpret general business periodicals, professional journals, and government regulations, to write reports, business correspondence, and procedure manuals, to effectively present information and respond to questions from managers, outside agencies, employees and patients, to type 35 wpm.

Please send your resume to bmeader@medicambulance.net

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*** QUALITY CARE * CUSTOMER SERVICE * FAMILY VALUES ***