 EMS Trauma Coordinator

The San Joaquin County Emergency Medical Services Agency is seeking a Registered Nurse with management experience in emergency, intensive care, or trauma fields to serve as an EMS Trauma Coordinator. The successful candidate will have responsibilities for the planning, implementation, coordination, maintenance, and evaluation of critical care systems including trauma, cardiac, and stroke. An ideal candidate will have strong knowledge of emergency medical services systems, proven analytical skills, and be able to create strong working relationships with local agencies and providers. The EMS Trauma Coordinator reports to the EMS Administrator.

**Compensation**

**Annual Base Salary**

$103,459-$125,757

**Additional Supplements for:**
- Education (5% of base salary)
- Longevity (7.5% or 10% of base)
- Standby Pay (1/3 of hourly rate)

**Benefits**

*In addition to the base salary, the County offers an excellent benefit plan which includes a county contribution to health insurance, dental and vision insurance plans as well as the following:*

- 1937 Act retirement plan with reciprocity with CALPERS
- A 457(b) deferred compensation plan
- 12 days sick leave annually with unlimited accumulation
- 15 days of vacation leave (20 days after 10 years, and 23 days after 20 years)
- 14 holidays per year
- 40 Hours of Educational Leave Annually
- Educational Reimbursement Program

San Joaquin County is an Equal Opportunity Employer

**Typical duties**

- Plans, coordinates, and implements the County’s trauma care system and other critical care systems; evaluates trauma/specialty care performance and makes recommendations to the Emergency Medical Services Administrator.

- Develops, organizes, implements, reviews and maintains trauma and specialty care quality improvement program functions and activities; identifies trends for improvement; prepares statistical indicators, narrative reports and collateral.

- Monitors trauma and specialty care center contracts for compliance; conducts audits and site visits to ensure compliance with regulatory standards and policies; assists with investigations of emergency medical services personnel and the disciplinary review process pursuant to state guidelines and regulations; makes recommendations for disciplinary actions.

- Compiles, analyzes, and prepares a variety of statistical and analytical documents and reports to meet standards and compliance; maintains the EMS Agency’s central trauma registry; evaluates documents and forms to ensure compliance with established policies and procedures and to determine quality of patient care; maintains data and records.

- Participates in development and implementation of policies, procedures and treatment guidelines for the County pre-hospital and trauma care systems and for other Agency plans; researches and analyzes laws, policies, and relevant regulatory requirements; develops policy statements for approval.

- Designs and conducts training for the system participants and the public; facilitates the coordination of injury prevention programs.

- Acts as a liaison with agencies related to trauma and specialty care; leads the trauma audit committee and serves on various committees as assigned; speaks before groups; may disseminate information on Emergency Medical Service programs to the public.

- May design grant projects; prepare grant proposals and implement and monitor grant projects; may assist with drafting contracts.
The competitive process includes submittal of completed San Joaquin County Employment Application and responses to Supplemental Questions. Resumes will not be accepted in lieu of the required application materials. Completed application package must be submitted to the Human Resources Division. The final filing deadline is TBD. Applications materials may be obtained from and submitted to:

San Joaquin County Human Resources
44 N. San Joaquin Street Suite 330
Stockton, CA 95202
Tel: 209.468.3370
Fax: 209.468.0508

Or apply on-line at: www.sjgov.org/hr

All application materials will be reviewed to determine if candidates possess the minimum qualifications required for the position. All qualified applicants will be invited to participate in an oral examination which may include a practical or writing exercise. Those who successfully pass the examination will be placed on an eligible list. The top ranks will be referred to Emergency Medical Services for the hiring interview. For selection procedures, please visit: www.sjgov.org/hr.
Please submit responses to the following questions along with your employment application to the San Joaquin County Human Resources Division. Please number your responses and address each question separately, limit-one page per question. When answering descriptions of your experience, please include name of employer, dates of employment, and your job title. The answers to this questionnaire will be used to demonstrate your qualifications for the position.

1. Please describe your administrative or management experience in an emergency medical or trauma field. Please include your scope of responsibility and your role in the organization.

2. Describe your knowledge of and experience with registry programs for trauma, cardiac and stroke.

3. Describe your education related to this position. Include degrees, courses of study and certificates.

4. Describe your experience writing project reports, documenting investigations, or preparing research findings.

5. Describe your experience establishing, implementing and monitoring professional or clinical standards.