

## Emergency Medical Services Coordinator



**TO APPLY FOR THIS POSITION VISIT OUR WEBSITE AT:  
WWW.CITYOFVENTURA.JOBS  
FILING DEADLINE FOR THIS POSITION IS MARCH 22, 2015**



Are you a registered nurse with experience administering pre-hospital and emergency medical care programs? The City of Ventura is accepting applications for an Emergency Medical Services Coordinator vacancy in our collaborative Fire Department. Apply on-line by the 3/22/2015 filing deadline at [www.cityofventura.jobs](http://www.cityofventura.jobs) to be considered for this rewarding opportunity!

To learn more about the Ventura Fire Department and the City Emergency Preparedness programs, visit <http://www.cityofventura.net/fire/emergencyprep>.

To watch a video about what it's like to work in a culture that promotes new ideas, risk taking, passion, empowerment and fun, visit <http://www.cityofventura.net/hr/employment/video-gallery>.

### THE POSITION

Under direction of Assistant Fire Chief, coordinates and administers Pre-Hospital and Emergency Medical Care programs, and provides research and education in support of the City's Emergency Medical Services (EMS) program.

### THE IDEAL CANDIDATE

- Comes from a background of pre-hospital care, including field-level delivery of emergency medical services.
- Is experienced in the development of training materials, providing training, and in making public presentations.
- Has proven analytical, budgeting and research skills.
- Enjoys working in a fast-paced environment.

### EXAMPLES OF DUTIES

Duties may include, but are not limited to, the following:

- Develops and implements policies and procedures regarding EMS and other emergency programs; ensures compliance with EMS policies, procedures and protocols; handles related administrative issues; and develops criteria on which to evaluate personnel needs and operational effectiveness.
- Oversees the EMS program operations and personnel for compliance with legal requirements including infection control; determines training requirements for emergency programs; and reviews, monitors and revises training programs to ensure that personnel meet required standards; provides education, training, and technical expertise for department personnel.
- Conducts special studies, analysis and investigations of emergency medical performance quality improvement and emergency medical dispatch issues; prepares administrative, budget and other reports; and gathers and interprets a variety of statistical data, prepares and submits required reports to appropriate agencies.
- Investigates complaints and procedural or process concerns and directs the resolution of emergency medical performance issues; provides direct field supervision to monitor the

delivery of pre-hospital medical services; responds to mass casualty incidents when warranted and assumes leadership role as appropriate in providing medical oversight.

- Participates as part of the management team in the development and implementation of short and long-term goals for EMS and other programs.
- Acts as liaison with local and state regulatory agencies, hospital personnel, City departments, other fire agencies and the public in the course of managing the EMS program.
- Manage EMS documentation processes to ensure accurate and confidential records and reports; coordinates and prepares responses to subpoenas for medical records and /or personnel; maintains records and generates reports for BLS/ALS educational and licensing requirements. Develops, implements, and maintains written policy and procedure manuals for EMS and other programs.
- Prepares and manages the EMS budget Researches, initiates, and approves equipment purchases; monitors program expenses; and maintains inventory supplies to support the EMS program.
- Represents the City regarding emergency medical services issues with local, state and federal agencies.
- Participates in administration and coordination of department workers compensation matters.
- Performs other duties as assigned.

#### **LICENSE/CERTIFICATES**

- Possession of a valid California Class C driver's license is required.
- Possession of a valid Registered Nurse (RN) license is required.
- Possession of a valid California Registered Nurse (RN) license is required within 90 days of employment.
- Possession of a valid CPR Instructor certificate issued by the American Heart Association is highly desirable.

#### **MINIMUM QUALIFICATIONS**

A combination of education, training and experience equivalent to a Bachelor's degree in nursing or a related field, with some experience in Mobile Intensive Care Nursing (MICN), Pre-hospital/EMS, Pre-hospital Care Coordinator, or emergency room nursing and two years of progressively responsible experience performing professional-level administrative support activities, preferably in a public agency, are required.

#### **BENEFITS**

To view the City's benefits please visit [www.cityofventura.net](http://www.cityofventura.net)

#### **SELECTION PROCESS**

Submit a City application and supplemental questionnaire by the filing deadline. The preferred method of application is on-line and you are highly encouraged to apply at [www.cityofventura.jobs](http://www.cityofventura.jobs). The Eligibility List established may be used to fill other regular and temporary vacancies at the discretion of the City. Once your application has been submitted, all future correspondence from the City will be via e-mail.

#### **Department Selection Interviews**

A select number of candidates will be invited to department selection interviews being held in April 2015.

**TO APPLY FOR THIS POSITION VISIT OUR WEBSITE AT: [WWW.CITYOFVENTURA.JOBS](http://WWW.CITYOFVENTURA.JOBS)  
FILING DEADLINE FOR THIS POSITION IS MARCH 22, 2015**