

**County of Santa Clara
Emergency Medical Services System**



Emergency Medical Services Agency
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HIRING NOTICE

Please review the **SPECIALTY PROGRAMS NURSE COORDINATOR (EMS) (P62)** Open-Competitive recruitment at www.sccgov.org. This flyer is supplementary to the official job specification. The recruitment is scheduled as a continuous; however **interested persons should apply immediately.**

This recruitment requires the submission of an online application. No paper applications will be accepted. Applicants must apply online at www.sccjobs.org. Computers are available at the County Government Center, 70 West Hedding Street, 8th Floor, East Wing, San Jose, CA 95110, during normal business hours, for applicants to apply online.

All applicants are required to complete the supplemental questionnaire. Applications received without the completion of the supplemental questionnaire will be rejected.

Benefit and Retirement information may vary from bargaining unit to bargaining unit. Due to changes in State Law, current pension provisions described in the union contracts are not automatically applied. Specific pension benefits for new hires who start on or after January 1, 2013 may be different than indicated in the union contracts.

**SPECIALTY PROGRAMS NURSE COORDINATOR (EMS)
POSITION SUMMARY**

SALARY RANGE

Salary: \$55.24 - \$67.23 Hourly
\$9,574.93 - \$11,653.20 Monthly
\$114,899.20 - \$139,838.40 Annually

Job Type: Full-Time

Final Filing Date: Continuous / Apply Immediately

DEFINITION:

Under general direction, to coordinate the development, implementation, and monitoring of select standards and policies for Emergency Medical Services (EMS) Programs; to function as the key liaison to hospitals and specialty care centers including but not limited to: Base Hospital, Receiving Hospitals; Trauma, segment elevation myocardial infarction (STEMI), Stroke, and Burn Centers; and to collaborate with physicians, nurses, administrators, prehospital providers and other community members within Santa Clara County, the region, and state.

THE CURRENT VACANCY:

The Santa Clara EMS Agency is seeking a talented leader to serve as the Specialty Programs Nurse Coordinator – EMS. The Santa Clara County EMS Agency is a regulatory, planning, and quality improvement organization that leads the provision of all aspects of emergency medical services within the world-class Santa Clara County EMS System. The coordinator will be a senior staff position, responsible for managing the EMS Agency's clinical personnel and clinical programs, including stroke, cardiac, trauma, and burn programs. The ideal candidate is highly-motivated, has excellent personnel and program management skills, communicates well orally and in writing, relates well to other clinicians and professions, and works well in team settings.

THE IDEAL CANDIDATE:

The *ideal* candidate exceeds minimum standard and has served in a similar position with additional experience as a manager of programs or initiatives of at least moderate complexity, and has completed a master's degree. The candidate must have the ability to manage assigned programs with minimal direction, ability to balance a flexible work schedule with Agency and program needs, and must have excellent project management skills. The candidate must have the ability to review and synthesize information, write policies, create succinct briefing documents, and to write professionally with technical expertise. The ideal candidate will possess a balance of formal education and experience that provides the cornerstone necessary to be successful in this highly demanding management position.

The County is seeking career-oriented applicants who are motivated to grow within the organization, are willing to take on new challenges, and looking for professional and personal advancement. The Santa Clara County EMS System is currently in the process of implementing the Santa Clara County EMS System Strategic Plan; this plan will provide many opportunities for growth but will require strong management skills.

The EMS Agency recognizes that it is rare to find a candidate with government based experience in managing EMS systems. As such, ideal candidates must be highly self-motivated and seek opportunities for professional development based on their professional needs.

TYPICAL TASKS

- Oversees receiving hospital and specialty receiving center compliance with appropriate regulations, standards, guidelines, and best practices;
- Coordinates clinical policy and procedure development for the Emergency Medical Services Agency;
- Acts as primary liaison with public and private receiving hospitals and specialty care hospitals;
- Coordinates the EMS for Children and other related programs;
- Provides quality improvement activities related to hospitals and specialty centers;
- Prepares required state and local reports;
- Monitors compliance to contracts and specialty receiving facility agreements and prepares compliance reports;
- Assists in the development and implementation of long range specialty receiving operational plans and serves on related committees and task forces;
- Assists in special projects and assumes coordination as assigned;
- Prepares and administers applicable specialty receiving program grants;
- Assists in annual budget preparation;

- Represents the County as assigned;
- May be assigned as a Disaster Service Worker, as required;
- Performs other related duties as required.

EMPLOYMENT STANDARDS

Possession of a current license as a Registered Nurse issued by the California Board of Registered Nursing.

Possession of a Bachelor's Degree in Nursing or a management discipline such as Public Administration, Healthcare Administration, or a related field AND three (3) years of emergency or critical care nursing experience. A Master's Degree in Nursing or a management discipline is preferred.

Experience as a mobile intensive care nurse, clinical nurse specialist, trauma coordinator or experience working in an EMS Agency is preferred.

Knowledge of:

- Emergency nursing care of the ill and injured patients;
- Working knowledge and experience in the provision of emergency medical services;
- Pertinent State and local laws and regulations;
- Common computer office applications

Ability to:

- Plan, monitor and evaluate specialty programs and service delivery;
- Identify problems and investigate and evaluate alternatives; recommend/implement effective solutions;
- Interpret, explain and apply applicable regulations, policy and procedures;
- Prepare clear, accurate and effective reports and written correspondence;
- Represent the department and the county in meetings and make effective presentations;
- Organize and prioritize work and meet critical deadlines;
- Maintain accurate records and files;
- Establish and maintain effective working relationships with emergency medical care professionals at all levels and others encountered in the course of assignment.