

PARAMEDIC MANAGER

NATURE OF WORK

Under the direction of the Fire Department Chief, is responsible for a variety of administrative, operational, training, and emergency response duties including providing services at the level of Paramedic as defined by Nebraska Department of Health and Human Services (HHS) Rule and Regulation Title 172 NAC 11.

ESSENTIAL DUTIES AND RESPONSIBILITIES

- Serves as Assistant Chief of EMS and is command of the EMS Division
- The Paramedic Manager will work 24-hour shifts.
- The Paramedic Manager will respond to call-back status on coordinated days off.
- While on duty the Paramedic Manager will run all 911, nonemergency calls, and transfers.
- Ensures the City's license remains active with the Department of Health and Human Services; Ensures compliances with state rules and regulations as they relate to Emergency Medical Services
- Works closely with the Fire Department Chief, and City Administrator to develop and implement an annual operating budget for the EMS Division;
- Responsible for tracking, ordering and managing departments inventory
- Ensures the appropriate tracking of all scheduled medication, including procuring, use, inventory reconciliation and destruction
- Maintains departments Medicare, CLIA, DEA and other appropriate licensure/certificates
- Will assist the Fire Department Chief, City Administrator and Mayor develop and implement short and long term strategic plans;
- Works closely with the Physician Medical Director on QA/QI, protocol development and compliance
- Works closely with the City Clerk and City Treasurer on all aspects of records management and serves as HIPPA Compliance Officer;
- Creates, maintains, and updates equipment and vehicle maintenance logs and checklists per HHS regulations, and coordinates necessary maintenance for equipment and vehicles;
- Serves as lead responder on emergency medical calls, ensures proper life saving techniques are followed, call reports are completed properly, appropriate decontamination takes place, and pending issues are documented;
- Develops daily, weekly, and monthly coverage schedule;
- Conducts monthly meetings with staff to provide updates on all matters of the EMS Division
- Look for outside funding sources; research and write grants, work with local Foundations, fundraise, look at loan/lease options for equipment, etc.
- Serve as training officer for the EMS Division, and will be responsible for identifying and coordinating training opportunities for Division members;
- Serves as Infection Control Officer;
- Serves as the Privacy Officer
- Reviews all EMS ePCR' s for completeness and accuracy prior to sending to billing
- Coordinates and manages the Division's billing office and staff
- Codes ambulance claims and can perform accounts receivable in staffing vacancies;
- Analyzes billing practices and performs audits of claims and accounts receivables to ensure accurate record keeping;
- Ensures compliance with Federal, State and Commercial Health Insurance plans and policies as the relate to ambulance billing, claims processing and payment
- Performs other duties as assigned.

KNOWLEDGE, SKILLS AND ABILITIES

- Ability to function as a 911 Paramedic.
- Ability to lift and carry 100 pounds.
- Some knowledge of elementary principles of mechanics.
- Ability to establish and maintain effective working relationships with superiors, other employees and the general public.

- Stamina and strength sufficient to perform arduous work in varying temperature conditions, occasionally with little sleep or rest.
- Ability to climb, balance, stoop, kneel and work in a crouched position for extended periods of time.
- Ability to speak clearly and precisely under emergency conditions.
- Serve as the liaison with local hospitals and medical facilities
- Knowledge of proper emergency medical service record-keeping practices;
- Strong leadership skills;
- Ability to recruit, lead, and evaluate paid emergency medical service personnel;
- Strong understanding of HHS Rules and Regulations for emergency medical services and emergency medical service providers;
- Ability to train volunteer and paid personnel to certify or recertify them as emergency medical technicians;
- Ability to establish effective working relationships with volunteers, other staff, the public, elected officials, medical professionals, and other parties to benefit the EMS Division;
- Knowledge of training opportunities for emergency medical service personnel;
- Strong understanding of required equipment and vehicles for emergency medical service delivery;
- Ability to evaluate and schedule staffing needs;
- Possession of a valid Nebraska driver's license.

TRAINING AND EXPERIENCE

- Must be a licensed Paramedic in good standing per HHS Rule and Regulation Title 172 NAC 11;
- Must have a minimum of 5 years experience in management and command in EMS or Fire Rescue operations;
- Minimum of graduation from high school or GED equivalent, with bachelor's degree preferred.
- The Paramedic must possess a valid Basic Life Support Card (Adult and Pediatric CPR), Advanced Life Support Card (ACLS) and Pediatric Advanced Life Support Card (PALS).
- Preferred Qualifications
 - FEMA 100,200,300,400,700,800
 - Certified Ambulance Coder
 - Certified Ambulance Compliance Officer
 - Certified Ambulance Privacy Officer
 - CPR/ACLS/PALS Instructor or equivalent

Signature