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**COUNTY OF MARLBORO**

**JOB POSITION DESCRIPTION**

**JOB TITLE:** Emergency Medical Services – Assistant Director

**DEPARTMENT**: Emergency Medical Services

**REPORTS TO:** Emergency Medical Services Director **FLSA STATUS:** Salary Non-Exempt

1. **PURPOSE / SUMMARY:**

Under limited supervision, performs administrative and supervisory work in the coordination of emergency and non-emergency activities of the department. Work involves helping managing the daily compliance procedures for Marlboro County Emergency Medical Services; implementing control substances control, unit compliance inspection, station cleaning compliance, blood borne pathogen , infection control, working directly with the Emergency Medical Services Director with planning and strategies relating to the development and implementation of standard operating procedures and guidelines for compliance and workplace safety; working in coordination with all County emergency services local hospitals, DHEC on specific strategies to ensure proper communication and documentation. Reports to the Director of Emergency Medical Services

**II. RESPONSIBILITIES:**

1. Plans, directs and supervises the Marlboro County Emergency Medical Services Continuing Education Plan. Duties include instructing, planning and assigning work, and coordinating activities.
2. Plans, directs and supervises scheduling of the Emergency Medical Services Department. Duties include planning and overseeing of scheduling to ensure adequate personnel for ambulance coverage. In times of inadequate personnel, the Assistant Director will be utilized first to meet ambulance coverage needs.
3. Assists in the development implementation and coordination of educational and community outreach programs.
4. Selects, trains, motivates and evaluates personnel; provides or coordinates staff training; works with employees to correct deficiencies.
5. Builds and maintains relations with ancillary agencies and medical institutions to ensure compliance and enhance the level of all prehospital care.
6. Provides for adequate training and development opportunities of department staff, serves as lead and/or assistant instructor for in-house training programs.
7. Provides staff support to assigned advisory boards.
8. Attends training, seminars and conferences, professional group/association meetings and conducts research to stays abreast of legislations, trends and innovations. Keeps abreast of new technology.
9. Supervises and participates in public education/community relations efforts and events as required, including speaking to community/civic organizations.
10. Remains available 24 hours per day, seven days per week, for emergency response.
11. Assumes command of major emergency incidents; responds to emergency calls and provides patient care as needed.
12. Maintains personnel training records and provides documentation to state and national officials record keeping requirements. Schedules necessary and required outside training as needed; assists personnel in scheduling advanced training.
13. Completes monthly quality improvement reports to include; State, In-house, Hospital, and County reports
14. Ensures the completeness of patient care and related reports to meet medical documentation standards. Follows up with training on any complaints filled by patients or family members as needed while keeping Director informed.
15. Performs chart audits on patient care and related reports consistent with complaints and or billing performance improvement program.
16. Interacts and communicates with various groups and individuals such as the County department heads and employees, subordinates, other public safety / emergency response agencies, law enforcement agencies, civic/community organizations, municipal personnel, various other local/state/federal agencies, news media, and the general public.
17. Manages assigned projects
18. Other duties as assigned.

**All County employees are considered public servants for the citizens of Marlboro County. When requested before, during, or after an emergency event, County employees are expected to work and serve the public in coping with the emergency**.

**III. SKILLS/EDUCATION/OTHER REQUIREMENTS:**

1. Excellent communication skills. Experience interacting with community groups or forums.
2. Demonstrated ability to provide strong leadership, vision and strategic direction.
3. Excellent planning, time management, and decision-making skills.
4. Demonstrated experience in analyzing problems, identifying alternative solutions, projecting conse­quences of proposed actions and implementing recommendations in support of goals.
5. Required Education and Experience

* Requires a Bachelor’s degree in science or business management or four to five years of progressive experience as a Paramedic, or an equivalent combination of education, training and experience that provides the required knowledge, skills and abilities with a minimum emergency response experience of 8 years.
* 8-10 years emergency response experience.
* Moderate knowledge of MS Office suite software. Experience in the use and management of various software packages related to EMS operations, billing and financial management.
* Must possess a valid state driver’s license.

**IV. CERTIFICATIONS REQUIRED:**

* Current South Carolina and National Registry Paramedic Certification
* South Carolina Driver’s License
* Must Possess or obtain within (1) calendar year of hire, South Carolina CEP Instructor
* Must Possess or obtain within (1) calendar year of hire, Basic Cardiac Life Support Instructor Credential
* Must Possess or obtain within (1) calendar year of hire Advanced Cardiac Life Support Instructor Credential
* Must Possess or obtain within (1) calendar year of hire Pediatric Advanced Life Support Instructor Credential
* Candidate must obtain SC CEP Instructor, BLS, ACLS, and PALS instructor within 1 year

**V. SUPERVISION:**

Assist in the supervision of departmental staff.

***DISCLAIMER***

*This job description indicates the general nature and level of work expected of the incumbent. It is not designed to cover or contain a comprehensive listing of activities, duties or responsibilities required of the incumbent. Incumbent may be asked to perform other duties as required and the responsibilities of the position may change.*