

Bigfork Ambulance Administrator/Manager – Job Description

Position and description as follows:

Part time paid-houly

Supervision received: Direct supervision is the Executive board of Bigfork Ambulance. Receives work assignments from the President of Bigfork Ambulance and/or any Executive board member.

EMS Administrator/Manager Duties

- Responsible for overseeing the paid staff and responders in the day to day operation of the Ambulance. A paramedic that is also a board member will be responsible for the patient care given by paid paramedics if the EMS Administrator is not a paramedic.
- Responsible for managing the EMS call reports and gathering of copies call reports to be given to the Medical Director for the purpose of Critique.
- Assists in developing EMS budgets. Oversees the ordering of equipment and supplies following purchasing protocols while monitoring related expenditures.
- Facilitates new members joining Bigfork Ambulance with New Member packets and paperwork and equipment.
- Oversees and contributes to the Safety Program and Safety Emphasis.
- Responsible for the Medical Training Coordination, including training and course scheduling.
- Responsible for providing information and or maintaining Web site.
- Have the authority to employ all resources at her/his disposal necessary to provide appropriate patient care and be responsible for assuring that someone is in command and is in charge of department personnel at all incidents.
- Assure that patient care is provided according to accepted medical protocols of the Bigfork Ambulance.
- Assure that membership meets the certification and training requirements of the Bigfork Ambulance and as written in the State of Montana Laws and Administrative Rules (ARM).
- Assure the Ambulance meets the state licensing requirements.
- Report to the Executive Board any unusual matters which may develop in connection with the operations of the organization that would pertain to executive board responsibilities, authority, and liabilities.
- Require adequate and proper records and inventories be maintained of all property and equipment and assure that regular equipment maintenance and inventory inspections are accomplished.
- Performs such other duties as directed by the executive board.
- Responsible for communicating with the Media.

Qualification, Knowledge, Skill and Ability

- Must have a valid Montana driver's license and clean driving record.
- Must hold a current Montana EMT – Basic license or higher and be nationally certified as an EMT basic or higher.
- Must be in excellent physical condition with vision corrected to 20/20, and hearing within normal limits.
- Must have the ability and motivation to learn various EMS, rescue and emergency situation procedures and methods by following protocols.
- Must have the ability to make good judgments and to act effectively and calmly in emergency situations.
- Must be willing and able to understand and follow oral and written instructions and to be able to establish and maintain harmonious working relationships with other employees and the general public.