

Job Title:	EMS Director	
OCG Job Code #:	EMS-016	
Classification Code:	11-1021	
Division:	Community Programs	
Department:	Emergency Medical Services	
Classification Status:	Exempt	
Position Type:	FTE	
Retirement System:	CERS-N-HZ	
Benefits:	Yes	
Professional Certification (s):	Paramedic Licensure or EMT Advance	
Compensation Category:	N/A	
Hourly Compensation:	Minimum:	-
	Middle:	-
	Maximum:	-
Yearly Compensation:	Minimum:	\$45,448.00
	Middle:	
	Maximum:	

Job Description

Job Summary

The Director of Emergency Medical Services (EMS) shall assist in the planning and management for the delivery of skilled emergency and non-emergency medical services within the geographical boundaries of Owen County and shall serve in various capacities in both internal and external environments. This position serves as the officer in charge of a group of subordinates in the field and administrative settings. The incumbent shall assume mid-level management authority to include oversight and administration of field operations, fleet services, claims management, logistics, education, compliance, special operations, disaster management and public relations. Incumbent shall be required to stand duty and respond as needed during off duty periods to support field operations with the delivery of advanced life support pre-hospital care.

Essential Duties (All the duties listed, nor do the listed examples include all the duties that may be performed in positions allocated to this class).

The incumbent must possess and apply knowledge and skills necessary to perform the duties in a dignified and compassionate manner, including but not limited to:

- Serving as a Paramedic or EMT A responding and delivering advanced and basic life support care as required, and responds to multiple alarms, other major incidents, including those requiring a medical evacuation helicopter, to supervise emergency medical activities.
- Serve as a public information officer and contact person for the department in all matters related to emergency medical service.
- Oversees department operations, such as ensuring readiness of fleet and personnel, including inspecting personnel, equipment, and vehicles, maintaining service schedules and related records, and preparing annual department budget, and projecting needs.
- Directs certification inspections as required, ensuring compliance with state and federal requirements.
- Supervises and directs assigned personnel, including interviewing applicants and consulting regarding hiring decisions, scheduling and making work assignments, evaluating job performance, providing training and corrective instruction, and terminating as necessary.
- Maintains frequent communication with Medical Director in developing, evaluating, and revising medical service delivery, and completing required documentation.
- Directs, assists, monitors and instructs personnel in processing billing/collections, including ensuring compliance with legal requirements, authorizing and monitoring payroll and other expenditures, billing, collections and legal actions, and periodically testifying in court regarding delinquent accounts as needed. Orders equipment and supplies as needed and delivers to appropriate stations.
- Maintains statistics, compiles, prepares and submits reports to local, state and national entities and various governing authorities as required or requested.

- Collaborates with EMS Education Coordinator and Medical Director in developing, revising/updating and administering Department Standard Operating Procedures, ensuring compliance with new and existing laws and requirements.
- Periodically makes public speaking presentations to community groups and schools regarding Department operations.
- Oversees scheduling and coordination of training programs for personnel in accordance with state and federal requirements when applicable.
- Assure the integrity of the security and accountability system for controlled substances and other drugs and equipment used by EMS staff.
- Maintain up-to-date knowledge of federal and State laws, rules and regulations related to aspects of EMS.
- Prepare budget recommendations and policy recommendations for the Community Program Administrator.
- Ensure all department licenses, certifications, and documents are current and in place.
- Oversee station facilities, grounds, ambulances and equipment by performing light and heavy general cleaning, mowing and maintenance.

Compliance Duties:

- Develops, implements, and monitors policies and procedures that align with HIPAA, Medicare, Medicaid, and other applicable healthcare requirements.
- Monitors industry trends related to privacy laws, including but not limited to guidance and interpretative information provided by the Department of Human Services, ensuring the department's policies and procedures reflect current guidance.
- Identifies potential HIPAA security and regulatory compliance risks and makes recommendations to mitigate risks.
- Develops mechanisms to perform internal audits and risk assessments, respond to external audits, and adhere to regulatory and departmental policies and procedures.
- Conducts periodic internal audits of activities, relevance of job functions to the level of access to Personal Health Information (PHI), and the physical and technical security of PHI.
- Participates in the department's responses to external audits related to ambulance billing and/or HIPAA.
- Ensures that Business Associate Agreements are compliant with HIPAA and consistent with the Minimum Necessary Standards, and all other relevant departmental policies.
- Develops and implements privacy training for staff, temporary employees, volunteers, and business associates.
- Oversees the department's response to request for access, amendments, restrictions or accounting of PHI disclosures.
- Serves as the designated individual to receive internal and external complaints regarding privacy practices.

General Duties:

- Adhere to the applicable provisions of the department rules and regulations, the personnel policy manual, Owen County Administrative Code, Kentucky Revised Statutes, and any other procedures, rules, regulations, and policies set forth by appropriate authorities.
- Directs, coordinates and performs all necessary required duties to achieve maximum compliance with county and department administrative operation policies and objectives, to include and not limited to human resources, logistics, claims processing, fleet and equipment operations and management.

Delegation Responsibility

1. Directs the operation of emergency and non-emergency medical services
2. Efficiently plans and directs the use of personnel and equipment
3. Schedules and assigns department resources to meet department objectives
4. Manages positive working relationships with external agencies
5. Communicates understanding of performance standards and capably evaluates employees' performance
6. Clearly communicates performance expectations and maintains discipline and control among assigned personnel
7. Competently enacts remediation and disciplinary procedures
8. Act as a liaison for administrators or county officials by attending meetings as directed.

Relationships

The EMS Director performs duties within the Division of Community Programs, Department of EMS under the direct supervision of the Community Programs Administrator or Judge/Executive.]

Qualifications

Education and/or Experience

1. Must be a graduate of an accredited high school or equivalent, or Associate Degree in Emergency Medical Care, or Bachelor/Master's degree in Healthcare Management, Public Health, Business Administration, or MBA
2. Working knowledge of county government operations is preferred
3. Working knowledge of EMS operations with five (5) years of relative experience

Language Skills

1. Ability to read, analyze, and interpret policies, procedures, equipment manuals, safety documents, and governmental regulations
2. Possess strong oral, written and listening communication skills
3. Ability to prepare and maintain various written reports

Mathematical Skills

1. Ability to add, subtract, multiply, and divide in all units of measure, using whole numbers, common fractions, and decimals
2. Navigate Microsoft Excel, Access or other analytical software

Reasoning Ability

1. Define problems, collect data, establish facts, and draw valid conclusion
2. Interpret a variety of technical and instructional information
3. Make decisions which serve the County's best interest and follow the missions and objectives of the department

Certificates, Licenses, Registrations

1. Current Commonwealth of Kentucky driver's license
2. Current Kentucky License or National Registry Certification with supporting certification

Other Knowledge and/or Skills

1. Utilize Microsoft Office products and various software in support of county government operations
2. Exercise mature judgment, courtesy, and tact in dealing with the public, elected officials, and government employees on the telephone or in person
3. Ability to operate vehicles used in the performance of job duties
4. Ability to perform aspects of the job in a professional manner adhering to strict medical compliance and privacy policies]

Medical Control Sponsorship

Shall obtain and maintain medical control sponsorship from OCEMS designated medical control physician.]

Physical Demands

Work regularly requires speaking or hearing, frequently requires standing, sitting, using hands to finger, handle or feel, lifting independently in excess of five (5) pounds and repetitive motions and occasionally requires walking, climbing or balancing, stooping, kneeling, crouching or crawling, pushing or pulling and lifting and occasionally requires tasting or smelling and repetitive motions; work requires close vision, distance vision, ability to adjust focus, depth perception, color perception, night vision and peripheral vision; vocal communication is required for expressing or exchanging ideas by means of the spoken word and conveying detailed or important instructions to others accurately, loudly or quickly; hearing is required to perceive information at normal spoken word levels and to receive detailed information through oral communications and/or to make fine distinctions in sound; work requires preparing and analyzing written or computer data, visual inspection involving small defects and/or small parts, using of measuring devices, assembly or fabrication of parts within arm's length, operating machines, operating motor vehicles or equipment and observing general surroundings and activities.]

Work Environment

The work environment characteristics described represent those encountered while performing the essential job functions. Work involves at certain times being in dangerous situations, all weather conditions and various economic or social environments. Work frequently requires exposure to outdoor weather conditions and exposure to blood borne pathogens and may be required to wear specialized personal protective equipment and occasionally requires exposure to fumes or airborne particles, exposure to toxic or caustic chemicals, exposure to extreme cold (non-weather), exposure to extreme heat (non-weather), exposure to the risk of electrical shock, working with explosives, exposure to vibration and wearing a powered air- purifying personal respirator in place of SCBA; work is generally in a loud noise location (e.g. grounds maintenance, heavy traffic).

Comments

- Must be 18 years or older
- Must be a citizen of the United States
- No Felony convictions
- Pass Criminal Background and Drug Test

Disclaimer:

The information on this description has been designed to indicate the general nature and level of work performed by employees within this classification. It is not designed to contain or be interpreted as a comprehensive inventory of all duties, environmental conditions, or qualifications required of employees assigned to this job. This document does not create an employment contract, implied or otherwise, other than an “at will” employment relationship. The employer may add to or revise this job description at any time.

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Authorizing Representatives			
Division/Department:	Elaina Cornett	Date:	05/07/2024
Human Resource Administrator:	Kelly Perkins	Date:	05/07/2024
Judge/Executive Approved:	Todd Woodyard]	Date:	05/07/2024
Judge/Executive Signature:	<i>Todd Woodyard</i>	Date:	05/07/2024
Last Updated By:	Elaina Cornett	Date:	05/07/2024

Submit Applications Via:	
<p>E-mail: hr@owencountyky.us</p> <p>Fax: (502) 484-1004</p> <p>Subject Line: Employment Application</p> <p>Attention: HR Department Recruitment</p> <p>RE: Employment Application</p>	<p>Mail:</p> <p>Human Resource Administrator Owen County Government 100 North Thomas Street Owenton, Kentucky 40359</p>

Last Update Date:	05-01-2024	Job Posting Beginning Date:	5/7/2024
Last Updated By:	Elaina Cornett	End Date:	06/30/2024

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