



CLASS SPECIFICATION

Class Code: 60000644
Date Established: 10/1994
Last Reviewed: 11/2024
Last Revised: 11/2024
Last Title Change:
FLSA: exempt
Probation: 12 months

EMERGENCY MEDICAL SERVICES COORDINATOR

DEFINITION

Under direction, coordinate and oversee the Emergency Medical Services Oversight Program in Washoe County; plan, develop and implement policies and procedures for program activities; and perform related work as required.

EXPERIENCE AND TRAINING REQUIREMENTS

Two years of full-time experience planning and coordinating activities in emergency medical services or in a clinic, hospital, public health agency, human services agency, or public safety agency to include at least one year of experience in developing emergency response plans, monitoring of contracts, quality compliance or budget preparation AND a bachelor's degree from an accredited college or university in public administration, health administration, public health, emergency management or a closely related field; OR an equivalent combination of training and experience.

LICENSE OR CERTIFICATE

A valid driver's license is required at the time of appointment.

Requires National Incident Management System (NIMS) certification in NIMS 700, ICS 100, 200, and 800 within one year of appointment; certification in NIMS 300 and 400 is required within two years of appointment. These certifications must be maintained as a condition of continued employment.

Positions within the Emergency Medical Services Oversight Program must obtain and maintain a Ham Radio Technician License within one year of appointment and must be maintained as a condition of continued employment.

SUPERVISION EXERCISED

May exercise direct supervision.

EXAMPLES OF DUTIES *(The following is used as a partial description and is not restrictive as to duties required.)*

Manage the quality assurance compliance program for ambulance service franchise(s) granted by the District Board of Health through the development, implementation, and evaluation of policies, procedures, and protocols used to regulate the quality of emergency medical services.

Evaluate the overall performance of the Emergency Medical Services (EMS) system comprised of the franchisee for ambulance services as well as fire first response activities conducted by Washoe County and the Cities of Reno and Sparks.

Organize Northern Nevada Public Health (NNPH) medical disaster activities by coordinating planning actions between NNPH and other regional agencies, coordinate and facilitate post-incident multi-agency debriefings, participate, as requested, in Emergency Operation Center medical activities and collaborate with other health care professionals in the provision of services; participate in disaster preparedness training and exercises as requested by other agencies to determine the necessity and aptness of health care services.

Respond to disasters and emergencies as requested in local and regional Emergency Operation Center to monitor and coordinate medical services activities, in collaboration with other health care professionals, to decrease morbidity and mortality in the community.

Coordinate and support the activities of various advisory boards and committees engaged in emergency medical services by preparing agendas, minutes and correspondence, and facilitate meetings; research and write staff reports, make recommendations and presentations, as directed on selected topics; act as liaison/consultant to boards and committees to assure consistency in operations and maintain uniform standards.

Monitor and investigate compliance with franchise conditions for ambulance services, conduct audits and inspections, review reports of complaints, review dispatch records; prepare and present an annual report on franchisee's compliance with terms and conditions, make recommendations for revisions, as necessary.

Review, research, and process Environmental Impact requests concerning health care facilities and services in relation to proposed construction projects.

Represent the Emergency Medical Services Program and NNPH in a variety of forums, attend professional conferences, and make presentations to individuals and groups.

Submit annual budget requests and justifications; administer approved budget, monitoring expenditures against budget allocations and approving purchases requisitions; assist with program reviews, providing information as requested by the auditors.

Develop and write grant applications and related documents, including needs assessments and funding projections to be submitted for consideration; maintain required records and prepare necessary reports and provide budget oversight of grant funded projects to enhance emergency medical services at the NNPH and the community.

May supervise assigned staff, which includes staff selection; assigning, scheduling, and reviewing work; providing training in proper work methods and procedures; providing professional development, coaching, and mentoring; writing performance evaluations; and implementing discipline and conflict resolution procedures when necessary.

Ensure that assigned personnel perform duties and responsibilities in a safe and prudent manner, which does not expose them or others to unnecessary harm or risk of on-the-job injury.

JOB RELATED AND ESSENTIAL QUALIFICATIONS

Full Performance *(These may be acquired on the job and are needed to perform the work assigned.)*

Knowledge of:

Departmental/division policies and procedures.

NNPH operations and services.

Computer software specific to the department/division (i.e. FirstWatch, ESO, MS Office).

State and local laws, regulations, franchise, and medical standards relating to the provision of emergency medical services.

National Disaster Medical System and Federal agencies that provide medical and health support services.

Department Emergency Management Plan, Emergency Operations Center, other NNPH and community related emergency and evacuation plans.

Principles of medical disaster planning and theories of emergency management.

Nevada Open Meeting Law.

Countywide personnel policies such as sexual harassment, discrimination, ADA, and EEO.

Principles and practices of comprehensive employee supervision including leadership, motivation, development, team building, conflict resolution, employee training, performance evaluation and discipline.

Ability to:

Develop, coordinate, implement and evaluate a specialized and comprehensive county-wide emergency medical services program to meet community needs.

Develop and maintain effective working relationships with various public and private groups and organizations involved with emergency medical services.

Act as liaison between senior level management, advisory boards and commissions, and program staff to ensure that all appropriate policies and guidelines are followed.

Select, supervise, and evaluate the performance of assigned staff.

Entry Level *(Applicants will be screened for possession of these through written, oral, performance, or other evaluation methods.)*

Knowledge of:

Principles and practices of emergency medical systems, regulations, and practices.

Principles and practices of program management including planning, budgeting, implementation, evaluation, and reporting.

Principles, practices, and methods of organizational budgeting, contract administration, grant applications including sourcing, delivery, and monitoring of budget accounts and grant funding.

Methods and practices utilized in quality assurance programs.

Software to include spreadsheet and database programs.

Ability to:

Evaluate work priorities, procedures, and processes to determine their effectiveness and efficiency.

Interpret and apply laws, statutes, codes, regulations, policies, and care standards pertaining to Emergency Medical Services.

Collect, compile, and analyze data.

Develop and implement recommendations for program development and administration.

Write clear and concise reports, correspondence, minutes, and agendas.

Communicate effectively both orally and in writing.

Establish, foster, and maintain effective and collaborative working relationships with all those contacted in the course of work.

SPECIAL REQUIREMENTS *(Essential duties require the following physical skills and work environment.)*

Ability to work in a professional office environment. Ability to lift and move objects weighing up to 10 lbs. Ability to use standard office equipment. Ability to tolerate occasional exposure to infectious disease. May be required to work extended, weekend, holiday and off-hour shifts during emergency/disaster situations or training exercises.

This class specification is used for classification, recruitment and examination purposes. It is not to be considered a substitute for work performance standards.