



CAMBRIDGE RESCUE SQUAD INC.

18 Williamson Court
Jeffersonville, VT 05464
802-644-2113



Position Title: EMS Chief

Reports To: Board of Directors

Status: Salaried (\$58,000-\$72,000)

POSITION SUMMARY

The Chief is responsible for developing, managing, and evaluating all aspects of daily Emergency Medical Services (EMS) operations, including the provision of Advanced Life Support (ALS) and Basic Life Support (BLS) care to all patients encountered by the service. This position oversees and coordinates daily operations of career, part-time, and volunteer services in the best interest of the public. The Chief is required to maintain compliance with applicable agency, regional, state, and federal job descriptions pursuant to level of certification, to include regularly scheduled shifts as a field provider as outlined below. The Chief may be subject to the usual hazards of emergency response work.

GENERAL KNOWLEDGE, SKILLS, ABILITIES

- Comprehensive knowledge of all aspects of emergency medical service systems and operations, specifically “combination” type agencies and preferably non-profit, community-based organizations
- Strong knowledge of local, state, and federal emergency medical services regulations
- Skilled in interpersonal relationships with the ability to work with and support career, part-time, and volunteer personnel in the accomplishment of their duties
- Ability to interact with and positively motivate all personnel in a variety of situations
- Excellent time management, project management, coordination, collaboration, and delegation skills
- Ability to develop and maintain accurate records and articulate findings clearly in reports.
- Strong analytical abilities
- Exceptional ability to communicate complex concepts in both written and oral format, including public presentations
- Familiarity with state, federal, and private grant application processes

EDUCATION AND EXPERIENCE

- Requires a Bachelor’s degree
- State of Vermont Advanced Emergency Medical Technician certification required or reciprocity eligible; Paramedic certification preferred
- Field response and incident command experience is required



CAMBRIDGE RESCUE SQUAD INC.

18 Williamson Court
Jeffersonville, VT 05464
802-644-2113



ESSENTIAL DUTIES AND RESPONSIBILITIES

- Develop and enforce agency policies and operational guidelines
- Ensure compliance with agency policies, procedures, and with operational guidelines with local, state, and federal regulations
- Oversee scheduling of staff to maintain established operational needs
- Plan, coordinate, and maintain progressive, comprehensive programs to prepare personnel for EMS response duties, correct performance deficiencies, and provide professional development opportunities
- Oversee periodic performance evaluations of all subordinate personnel
- Maintain regular contact with personnel across all shifts, to include evenings, overnights, and/or weekends on a monthly basis
- Plan, promote, and develop goals and objectives for the agency's EMS operations
- Provide coordination of department programs and operations, including development and evaluation of program effectiveness
- Ensure appropriate tracking and disposal of medical equipment, supplies, and pharmaceuticals
- Develop and/or implement preventative and corrective maintenance programs for all equipment and vehicles
- Monitor trends in EMS and healthcare to ensure provision of quality patient care
- Develop innovative plans to effectively and efficiently maximize utilization of resources
- Provide effective leadership to achieve desired outcomes; plan and budget for resources necessary to accomplish goals and objectives
- Provide regular updates and work with President of the Board
- Prepare and presents a written monthly report to the Board of Directors
- Prepare and present a written annual report to include, at a minimum, significant activities, achievements, specific goals, and/or major project updates
- Develop and manage operational and capital budget items in conjunction with the Board of Directors
- Develop and update (at least annually) an operational strategic plan in conjunction with the Board of Directors
- Maintain positive relationships with elected or appointed officials, other EMS, fire, and law enforcement agencies, hospitals, community and business representatives, and the general public
- Represent the agency in a variety of local, county, regional, and/or state meetings
- Assists in procuring funding through outside agencies and grants
- Maintain the necessary records and reports required to operate an ambulance service as required by VT EMS
- Responsible to designate a substitute to act in his/her absence
- Ensure CQI is completed on calls



CAMBRIDGE RESCUE SQUAD INC.

18 Williamson Court
Jeffersonville, VT 05464
802-644-2113



The Cambridge Rescue Squad INC. Board of Directors reserves the right to waive any of the minimum qualifications set forth above and to consider any other qualifications or combinations that, in the opinion of the Board of Directors, will serve as an adequate substitute for those minimum qualifications.

CONDITIONS OF EMPLOYMENT:

Successful candidates must undergo pre-employment drug screen, background check and motor vehicle record check. A pre-employment physical may be required. Must be willing to work shift work, holidays, weekends and scheduled overtime.

APPLICANTS:

Please submit resume with copies of all certifications to:

**Cambridge Rescue Squad
Attn: EMS Chief
P.O. Box 431
Jeffersonville, VT 05464.**

Or email to mcurtin67@yahoo.com. Include EMS Chief in subject line. Resume must include copies of all certifications. Resumes without copies of certifications will not be considered. Cambridge Rescue Squad is an Equal Opportunity Employer.