



Fairfax Rescue

P.O. Box 428
Fairfax, Vermont 05454
802-849-2773
director@fairfaxrescue.org



DIRECTOR OF OPERATIONS

Fairfax Rescue is recruiting for a full time Director of Operations to:

- Provide exceptional clinical operations by planning, implementing, controlling, improving and evaluating clinical operations;
- Build an effective clinical operations team;
- Train, educate, and mentor supervisory staff in leadership and management;
- Inspire clinical staff to achieve quality patient care and other goals;
- Meet and exceed regulatory, clinical, and organizational standards continuously;
- Maintain clinical operational readiness;
- Achieve operational safety;
- Preserve assets and profitability;
- Create a positive public image;
- Lead our clinical team to achieve the mission and vision of the organization.

POSITION INFORMATION:

- Position: Director of Operations
- Status: Full time, exempt (salaried-exempt)
- Shift: Primarily weekdays, however days and shifts may vary based on operational needs. Must have flexibility in schedule

MINIMUM QUALIFICATIONS:

- AEMT or Paramedic license / certification
 - National Registry Paramedic certification or within 3 years of offer
 - Vermont EMS license (NREMT required)
 - Minimum of 4 years experience as an EMS ALS/ crew lead Provider
- Valid Driver's License
- EDVT certification (or obtained 6 months from date of offer)
- Instructor Coordinator Licensure (or obtained within 1 year of date of offer)
- American Heart Association (AHA) BLS for Healthcare Provider
- NIMS ICS 100, 200, 300, 400, 700, 800 (300 and 400 may be obtained within 3 months of hire)
- Minimum of 2 years of progressive management experience

- AHA CPR instructor (or obtained 1 year from date of offer)
- 2+ years of Supervisory/Leadership role (Supervising EMS Officer) Experience

PREFERRED QUALIFICATIONS:

- Bachelor's Degree in EMS, Education, Management, Business, Quality, Public Health, or other related field
- Paramedic license / certification
 - Advanced Cardiac Life Support (ACLS) & PALS
 - District 1 Medical Director approval (or within 2 month of date of offer)
- CAC or other billing coding Certification (or obtained within 1 year of date of offer)
- Experience in Staff Management and Human Resources
- Experience in Leadership and Mentoring
- Experience in Scheduling, Operations, System Management
- Experience Program Development and Implementation

APPLICATION TIMELINE

- Submit resume and cover letter to director@fairfaxrescue.org by March 8th
- March 9th-14th remote interviews
- Second interviews to be completed as needed
- April 1 or before - Director of Operations begins work at Fairfax Rescue