EMS COORDINATOR

Summary

This EMS Coordinator is an administrative position which is mainly responsible for monitoring activities and provisions of the Contract for Advanced Life Support Emergency Ambulance Services. The incumbent insures proper delivery of EMS to the community and advocates services and methods of EMS which enhances the health and welfare of the public. The incumbent responds to inquiries from the general public and officials. Incumbent serves as licensing coordinator. General supervision is received from the County Administrator.

Examples of Basic Tasks and Duties

The following are examples are intended only as illustrations of various types of work performed in positions allocated to this occupational class. No attempt is made to be exhaustive; related, similar or other logical duties are performed as assigned.

Coordinates and monitors the activities of the EMS Ambulance Agency as to its function to provide Advanced Life Support Ambulance Service to the citizens of Hinds County.

Reviews time response reports by the EMS Ambulance Agency to ensure adequate response time on emergency ambulance calls.

Monitor monthly reports of call-volume of EMS Ambulance Agency, in regard to calls per geographic areas of Hinds County.

Periodically inspects EMS Ambulance Agency and units for compliance with the State of Mississippi EMS Laws in regard to equipment and personnel.

Monitors in-service training for Hinds County Volunteer Fire Personnel and other Public Safety Agencies within the county, in regard to providing continuing education for First Responders and recertification training.

Investigates complaints of concerned citizens concerning the contracting agency, issues reports, and recommends proper actions.

Serves as liaison between the County Administrator and the contractual EMS Ambulance Agency.

Periodically monitors actual ambulance calls of the EMS Ambulance Agency.

Periodically monitors the quarterly meetings of the EMS Ambulance Agency and the EMS Institutional Committee.

Performs other duties as assigned.

Minimum Qualifications

College Degree from an accredited four (4) year college or university and six (6) years experience in emergency medical service field, four (4) years of which are to be administrative/management experience.
or

High school diploma or GED and ten (10) years experience in the emergency medical service field, five (5) years of which are to be administrative/management experience

and

National Registry as an EMT Basic or higher by the National Registry of Emergency Medical Technicians and Mississippi State Board of Health Division of EMS.