



**North Eastman Health Association Inc.
Job Description**

**Ambulance Service Coordinator/
Disaster Preparedness Officer**

Position Summary

The Ambulance Service Coordinator is a member of the Emergency Medical Services Team and is responsible for the implementation, coordination and evaluation of an integrated and accessible ambulance service within a defined geographic service area. Primary responsibilities relate to the coordination and delivery of day to day operations, scheduling, casual staff recruitment, quality management, equipment/supplies/space management, inservice education, professional development, environmental management and communication.

The Disaster Planning Officer will assist in the development, testing, implementation and ongoing revision of Regional Health Authority Disaster Response Plans.

Reports To: Emergency Medical Services Manager

Union: MGEU – Professional Technical

Supervisory:

Provides day to day direction and supervision to the following classifications:

- Emergency Medical Services Personnel

Qualifications:

Minimum of E.M.T. Level 1 Certificate.

Grade 12 or Equivalent.

Knowledge of Emergency Medical Service operations and technology.

Highly developed communication and interpersonal skills.

Valid Manitoba class “4” driver’s license.

Certified First Aide and CPR instructor.

Experience working with casual EMS staff and the community.

Experience in Disaster Preparedness Planning

Must possess a certificate in a recognized Disaster Management Program.

Duties and Responsibilities:

1. Respond to Ambulance Calls in a timely and efficient manner as outlined in the EMS Policy and Procedures Manual.
2. Implement and coordinate the day to day delivery of ambulance services consistent with North Eastman Health Association Inc. policies and procedures.
3. Ensure vehicles are appropriately stocked, equipped, and maintained in a clean, usable and safe condition.
4. To interact and communicate with the EMS Manager and other Ambulance Service Coordinators to ensure the effective and efficient delivery of Regional Ambulance Services.
5. Maintain appropriate documentation and procedures to ensure service delivery and personnel comply with all legislated and regulatory guidelines and consistent with the program objectives and policies of North Eastman Health Association Inc.
6. Maintain a suitable roster of trained EMS Personnel through positive public relations in the community, recruitment and recognition of EMS Personnel.
7. To develop a service schedule based upon availability of appropriate personnel to ensure twenty-four (24) hour coverage seven (7) days per week.
8. Coordinate, deliver and evaluate ongoing training and development programs to maintain and enhance required skills of EMS Personnel.
9. Attend and or call meetings as required to ensure effective communication of issues concerns and or initiatives related to ambulance services locally or on a regional basis. Ensure appropriate minutes are recorded, distributed and maintained.
10. Assist in the development, testing, implementation and ongoing revision of a Regional Disaster Response Plan and site specific Disaster Response Plans.
11. Assist in the preparation of post operational analysis and completion of post disaster reports to Senior Management.
12. Perform all other duties as may be assigned.

Revised: _____
Date

Approved by: _____
Manager/ Supervisor Date

Approved by: _____
Vice President/ CEO Date

Reviewed by: _____
Director, Human Resources Date

NOTE: Original Signed and Dated August 16, 2002