



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

EMS Team Leader

POSITION SUMMARY

The EMS Team Leaders actions and conduct will be consistent with the highest standards of professionalism and integrity, earning the respect and confidence of team members both in EMS and the health care system as a whole. The EMS Team Leader will provide guidance and oversee daily operations and ensure that the site is maintained in a state of readiness.

All duties will be performed in accordance with the Emergency Medical Response and Stretcher Transportation Act, The Manitoba Health Emergency Treatment Guidelines, policies and procedures, and the Vision, Values, and Mission of the North Eastman Health Association (NEHA).

REPORTS TO: **Emergency Medical Services Manager North/South**

POSITION: **Manitoba Government & General Employees Union
Professional/Technical**

QUALIFICATIONS:

- Demonstrated effective written and oral communication skills required.
- Demonstrated ability to maintain positive working relationships with staff required.
- Demonstrated sound organizational skills with self-initiative required.
- Demonstrated dexterity, speed, and efficient work methods required.
- Physical and mental health necessary to meet the demands of the position required.

Administrative Functions

- Provides team oriented leadership to EMS personnel in terms of staff duties & responsibilities.
- Maintains strong communications with both EMS personnel and District EMS Manager.
- Ensures compliance with Regional policies and provincial guidelines.
- Ensures the vehicle and equipment is maintained in a state of readiness.
- Ensures site compliance regarding vehicle and equipment checks.
- Prepares monthly and daily schedules and submits to the District EMS Manager for approval prior to posting.
- Compiles Human Resources related items for approval by the District EMS Manager, including over time requests, vacation requests, requests for time off, and shift exchange requests.

-
- Prepares requisitions for materials and supplies and forwards to the respective District EMS Manager for approval and processing.
 - Prepares Patient Care Reports for Quality Assurance and Quality Improvement audits by the District EMS Manager.
 - Prepares invoices for approval by the District EMS Manager.
 - Enters payroll data in QHR for approval by District EMS Manager.
 - Performs all other duties as requested or assigned.

Revised: _____
Date

Approved by: _____ Date
Director/Manager

Approved by: _____ Date
Vice President/ CEO

Reviewed by: _____ Date
Human Resources Manager

NOTE: Original Signed and Dated September 3, 2008