



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

Director, Emergency Medical Services

Position Summary

Reporting to the Vice President – Programs and Services, the Director, Emergency Medical Service (“EMS”) and Disaster Management is responsible for the development, implementation and evaluation of an integrated and accessible regional emergency medical service. The Director, EMS and Disaster Management is responsible for the oversight, development, implementation and ongoing sustainability of an integrated effective regional disaster management program. As part of the North Eastman Health Associations’ Regional Management Team, the incumbent participates in regional planning, standard and procedure development. The Director, EMS and Disaster Management functions in a manner consistent with, and supports the Mission, Vision, & Values of the North Eastman Health Association.

Reports To: Vice President – Programs & Services

Location: To be determined

Supervises: EMS Administrative Manager
EMS Operations Manager
EMS Medical Director

Union: Non Union

QUALIFICATIONS:

Education and Experience

- Minimum 5 years management experience preferably in Health Care is required.
- Education in Health Care Management preferred.
- Broad knowledge and understanding of EMS and Disaster Management preferred
- Familiarity with the administrative and legislative processes affecting the EMS system.

Knowledge, Skills and Abilities

- Strong organizational, interpersonal, problem solving, verbal, and written communication skills required.
- Demonstrated ability to establish and maintain positive working relationships within a multi-disciplinary environment including external agencies and communities required.
- Demonstrated managerial ability with solid management, communication, organization and analytical skills required.
- Knowledge of computer systems and current and related software applications required.
- Demonstrated knowledge of communication systems, strategies, and radio systems required.
- Good physical and mental health to meet the demands of the position.

- Valid Manitoba driver's license and use of vehicle required.
- This position is subject to a Criminal Record Check.

POSITION DUTIES AND RESPONSIBILITIES:

- Develops, implements and evaluates strategies to achieve the overall goal of an integrated and accessible EMS program for the region.
- Participates in the integration of the EMS program with other health services throughout the region.
- Develops standards of care, policies and procedures for the North Eastman Health Associations' EMS program.
- Consults and acts as a resource to others within the region on EMS matters.
- Participates in planning with the North Eastman Health Associations Regional Management Team.
- Responsible for the development, compliance, and monitoring of the North Eastman Health Associations policies, procedures, objectives, and standards for quality improvement and safety for areas of responsibility including compliance with applicable legislation and regulations.
- Allocates human, financial, and space resources to meet the needs of the program.
- Submits an annual budget and maintains budgetary control.
- Analyzes financial trends and formulates an action plan to effectively correct deviation from budget.
- Recommends capital equipment to maximize productivity and financial returns.
- Provides input into the development of the strategic plan and standards.
- Participates in or delegates product equipment evaluation and monitors products.
- Assists in the effective and efficient management of human resources including coaching and mentorship of staff and promoting a culture of respect.
- Consults with the Director of Human Resources to ensure consistent processes for recruitment, selection, supervision, evaluation, retention, and discipline of staff.
- Assists in the administration of the collective agreement pertaining to EMS staff.
- Directs the functions and operations of EMS projects including managing and providing guidance to staff as required.
- Collaborates with the EMS Operations Manager in determining needs and maintenance of vehicle equipment for the region.
- Plans and implements a standardized information system for the EMS program.
- Responsible for the development, implementation and reporting of EMS specific utilization, quality improvement and risk management activities.
- Develops, implements, and evaluates a coordinated emergency response/ disaster management plan that includes community, EMS, and facility for each area and the overall region.
- Organizes and updates operating manuals on a regular basis.
- Participates in organizational development activities as required.
- Keeps current on developments within EMS program management.
- Performs other related duties as required.

Workplace Safety and Health

- Provides a safe environment by ensuring adherences to Workplace Safety and Health Regulations and Policies, Infection Control Guidelines, WHMIS and Safe Work Procedures. Immediately investigates and recommends corrective action on any unsafe acts, work conditions, incidents, near misses, injuries or illnesses.
- Demonstrates understanding of role and responsibilities in fire prevention and disaster preparedness and participates in safety and health training programs including the health facility's Fire, Disaster and Evacuation Plan.

Patient Safety

- Ensures patient safety and patient safety activities are emphasized throughout orientation, training and ongoing performance evaluation and mentoring. Supports an environment which avoids, prevents and corrects all activities or actions which may result in an adverse outcome in the delivery of health care services. Patient safety is a standing item for all individual and departmental meetings.
- Other duties as assigned.

Revised: March 18, 2011
Date

Approved by: _____ Date _____
Manager/ Supervisor

Approved by: _____ Date _____
Vice President/ CEO

Reviewed by: _____ Date _____
Director, Human Resources