



# Oakridge Fire & EMS



Fire Chief, Scott Hollett

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## EMS Coordinator

*Join Oakridge Fire & EMS and become part of an amazing team who strives to make our community a place we are all proud to call home!*

The successful candidate in this position will coordinate and assist with the administration of the Emergency Medical Services (EMS) Program for the Fire Department by providing professional, technical, administrative, and supervisory support for all EMS activities. They will assist with developing and implementing the EMS training and certification program and coordinate the various EMS related activities. This position will report to the Fire Chief.

We currently have one (1) vacancy in which hiring will begin immediately following the close of this recruitment. This is an open opportunity for all qualified applicants.

The City of Oakridge is committed to providing equal employment opportunities to everyone. This commitment is an integral part of our efforts to ensure that we have a diverse and representative workforce that serves the community of Oakridge.

### **Examples of Essential Functions**

- Participate in the operation and administration of Fire Department's EMS Program including coordination with the Department's medical director; and assist with development and implementation of programs to enhance service delivery. Responsible for the preparation, coordination and delivery of EMS licensing, certification, and recertification training programs.
- Monitor and evaluate the efficiency and effectiveness of service delivery methods and procedures through Continuous Quality Improvement.
- Supervise and monitor the performance and compliance of all EMS providers and review related reports and documentation. Liaison to the Ambulance billing department.
- Serve as the department's Infection Control Officer; provide training, implement procedures, and facilitate immunizations for infectious diseases.
- Attend interagency associations, committees, professional organizations, and other related meetings; and serve as liaison with State, County and other local agencies as requested.
- Assist with developing and implementing any new operations related to training by keeping abreast of new technologies and methods; assist in potential new development of Oakridge

area Community Paramedicine; assist in the planning and coordination of EMS drills and practices.

- Assist with the EMS supply system including compliance with applicable laws and regulations and ensure that controlled medication policies and procedures are followed and maintain records.
- Interpret policies, directives and personnel regulations and ensure proper application; review incident and training reports; and research, collect and analyze data.
- Prepare and maintain a variety of records, reports, and correspondence in relation to assigned areas of responsibility.
- Perform related duties as required.

### **Minimum Qualifications**

The following minimum qualifications are required to be met at the time of application.

#### **Education:**

- Bachelor's degree from an accredited college or University in Emergency or EMS Management, Public Administration, Health Administration, or a closely related field.

#### **Work Experience:**

- Three years of experience as a paramedic providing medical services in the pre-hospital care industry, for example: Fire and EMS, private or public ambulance/air ambulance service.
- At least one year of the above work experience to include professional administration and supervisory responsibilities.

#### **Education Substitution:**

- Additional years of relevant work experience beyond the three years required may be substituted for the education requirement on a year for year basis, up to a maximum of two years

#### **License and Certificate:**

- Possession of a valid driver's license
- Possession of a current licensure as a paramedic.
- BLS, ACLS & PALS Instructor
- Able to obtain FFI within one year of hire date.

#### **Important Notice:**

The City of Oakridge will require the successful candidate for this position to be fully vaccinated against COVID-19 as a condition of employment. Verification of vaccination status will be required at the time of job offer, requests for reasonable accommodation will be considered. Please DO NOT attach any individual health information related to COVID-19 vaccination status to the application.