

## **Job Description**

**Director of Ambulance Services**

**Reports to: Board of Directors**

### **I. JOB SUMMARY**

The Director of Eastern Pennington County Ambulance District/Wall Ambulance Service is responsible for the overall management and administration of the Ambulance service. The Director will oversee the day-to-day operations of the ambulance service and ensure that it is meeting the needs of the district. The Director will also be responsible for managing the budget, developing policies and procedures, and ensuring compliance with all applicable regulations and standards.

### **II. DUTIES AND RESPONSIBILITIES**

- **Manage daily operations:** The Director will be responsible for overseeing the day-to-day operations of the Wall Ambulance Service, including but not limited to scheduling and overseeing staff, and following protocols.
- **Ensure compliance with regulations:** the Director must ensure that the ambulance service is in compliance with a local, state, and federal regulations, as well as any industry standards for ambulance services.
- **Develop and implement policies:** The Director will develop and implement, assist in the review and update of policies and procedures and medical protocols approved by the Board of Directors for the Wall Ambulance Service
- **The Director shall enforce rules and regulations regarding the operation of the service in the Procedures Manual and Medical Protocols**
- **The Director will be responsible for participating in the budgeting process and managing budget for the Ambulance Service, including monitoring that expenses are within budget and identifying areas where costs can be reduced.**
- **Hire and train staff:** The Director and member(s) from the Board HR Committee will oversee the recruitment, training, and evaluation of ambulance service staff.
- **The Director will be in charge of the monthly schedules ensuring all work shifts are covered, as well as any change requests that may occur.**

- The Director will direct other Paramedics/EMT's to perform list of duties as provided for them.
- The Director will coordinate background checks, drivers record checks, and drug tests for ambulance personnel.
- The Director will submit all disciplinary actions to the Board of Directors for final approval.
- Maintaining equipment, vehicles, and facility: The Director will be responsible for ensuring that all equipment, vehicles, and facility are properly maintained and in good working order, washed and clean.
- The Director will be responsible for inventory of all vehicles for necessary equipment and supplies.
- Maintaining medication: The Director will coordinate with the authorized individual inventory of medication and medical supplies.
- Relations: The Director will work with local emergency response agencies and healthcare providers to ensure seamless patient care
- The Director will maintain accurate records and prepare reports on Ambulance service operations.
- The Director will attend monthly Board meetings and special Board meetings as needed, and report to the Board on daily operations.
- The Director must work to apply for grants for various types of equipment and training.
- The Director will represent the Ambulance Service in the community and maintain positive relationships with key stakeholders.
- The Director will report as required by the Medical Director.
- Perform other duties as assigned by the Board of Directors.

### **III. QUALIFICATIONS**

- High school graduate or equivalent required. A 2-year associate degree in business or related field is preferred.
- Experience in healthcare administration, emergency medical services, or related field preferred.
- Certification: Certification as an EMT is required with licensure as a Paramedic preferred
- Applicable knowledge of computers and software
- Strong Leadership and interpersonal skills
- High level communication and organizational skills
- Ability to work collaboratively with a team of healthcare professionals and emergency responders.

- Knowledge of relevant regulations and standards
- Ability to work flexible hours.

**IV. PHYSICAL REQUIREMENTS**

- Ability to lift up to 50 pounds.
- Ability to stand or sit for extended periods of time.
- Ability to bend, stoop, and reach.
- Ability to work in various weather conditions.

The Director of Eastern Pennington County Ambulance District/Wall Ambulance Service plays a critical role in ensuring that the district has access to emergency medical services.

This position requires a combination of administrative, clerical, and clinical skills, as well as a strong commitment to patient care and community service.

*Adopted by the Eastern Pennington County Ambulance District Board of Directors on*

**V. EMPLOYEE ACKNOWLEDGEMENT**

I have read and I acknowledge that I am aware of the duties and responsibilities of the position as outlined in this job description.

\_\_\_\_\_  
Printed Name

\_\_\_\_\_  
Date

\_\_\_\_\_  
Signature