

# **FULL TIME PARAMEDIC/AMBULANCE MANAGER**

## **Purpose:**

The Paramedic/Ambulance Manager will be accountable for the delivery of patient care, under the direction of the Billings County Ambulance Medical Director. This person would be responsible for: Meeting the established standards of care and managing assigned personnel.

## **Reports to:**

Billings County DEM and Billings County Medical Director

## **Working Conditions:**

The Paramedic/Ambulance Manager will work directly with patients, family members, physicians and other staff members in multiple patients care areas.

## **Physical Demands:**

Must be able to endure walking, standing, bending and stretching. Must be able to work in rough terrain and adverse weather conditions. Must also be able to lift a minimum of 50 lbs. Long periods of riding in an ambulance are to be expected.

## **Mental Demands:**

Must be able to read handwritten materials, have good communication skills, both written and verbal. Must be able to work in high stress situations for long periods of time.

## **Education:**

US DOT approved Nationally Registered Emergency Medical Technician-Paramedic curriculum.

## **Paramedic/Ambulance Manager Duties: (May include but are not limited to the following:)**

Billings County Ambulance Manager

Trauma Coordinator

Supervise staff of volunteer EMT's

Provide effective and efficient ALS care

Ensure monthly ambulance schedule is being produced and distributed

Maintaining ambulance records and licenses

Keep hospital and ambulance protocols current as well as mutual aid agreements

Provides training and recertification classes needed for ambulance personnel & community

Maintain and restock ambulance inventory

Maintain emergency medical equipment for Billings County Ambulance Service

**Cont'd**

Utilize the ND EMS electronic information gathering system for reporting of all ambulance operations to the state of ND  
Would have to perform other duties assigned by the Billings County 911 coordinator and Billings County Emergency Manager (Emergency Services projects & 911 projects)  
Be involved with the recruitment & retention of volunteers  
Be involved with the local schools (training and lectures and etc)  
Set up safety programs and training for County employees  
Manage ambulance budget with county  
Report to and meet with Billings County Ambulance Board when needed  
Attend public meetings when needed  
May be working with grant writing at times

**Other requirements:**

Must have a valid ND driver's license with a clear driving record.  
Would have to live in Medora or the immediate area  
Be willing to work very flexible schedule including holidays, weekends and nights  
Must have good computer skills  
Would have to obtain and maintain CPR and First Aid Instructor certification

**Salary and Benefits:**

Individual would receive the full County benefit package. This includes: full family medical insurance, single dental insurance, single vision insurance, NDPERS retirement, sick leave, vacation, Flex medical spending account, longevity bonuses, life insurance, AFLAC insurance, paid holidays. Billings County prohibits discrimination in employment on the basis of race, color, sex, age, religion, national origin, martial status, physical and mental disability, creed or any category protected by state or federal law. Billings County is an equal opportunity employer.

Pay would be up to \$ \$30,000 to 40,000 per year. This would be discussed at an interview.