

**City of West Liberty
Public Notice
Job Opening
West Liberty Ambulance
EMS Coordinator**

West Liberty Fire Department Ambulance is currently taking applications for the position of part-time EMS Coordinator / Operations Manager / Inventory Control Manager which will be filled by two or more part-time paramedics filling one full-time equivalent position. Operations and Inventory Control Managers (which may be a combined position) are supervised by the EMS Coordinator.

These paramedics primary job will be to staff the West Liberty Fire Department Ambulance on emergency calls during days hours Monday through Friday in addition to the job descriptions listed below and other tasks as assigned by the Fire Chief.

The paramedics in this position will function as administrators assuming accountability / responsibility for all EMS operations and work along with the executive leadership of the department.

Paramedics in the position works under the direct supervision of the West Liberty Fire Chief and will be held accountable to the West Liberty Fire Department, the City of West Liberty and the Rural Trustee's Board.

Duties within the position include but are not limited to:

- **EMS Coordinator** assumes administrative, technical and supervisory work including attending ambulance board meetings, fire/ambulance officer meetings.
- Organizing, directing EMS training and maintaining EMS staff CEH records.
- Execute billing and collection duties
- Assist with WLFD leadership including creation and governance of SOP's for EMS department
- Responsible for orientation and monthly in-service training of all new EMS personnel
- Ensures department follows all Health Insurance Portability Accountability (HIPPA) procedures and documentation
- Responsible for CQI and review of all EMS reports
- Follow procedures and assures skills maintenance as directed by the medical director.
- Assures compliance with State rules and regulations including accountability to the pharmacy rules and handling of ambulance service inspections.
- Staff scheduling.

- **Operations Manager** is responsible for inspecting the ambulance / equipment to assure emergency equipment is functioning and in compliance with safety regulations, arranging for maintenance of equipment / ambulances as needed.

- **Inventory Control Manager** will be responsible for inventory to assure adequate supplies are maintained to be able to restock the ambulances after each call and replace expired supplies.

All members of this position are responsible for:

- Availability during daytime hours Monday through Friday to respond as a paramedic to EMS calls, assisting in rescue, transportation of patients and documentation of patient care reports.
- Basic ambulance checks will be performed daily. Ambulances / drug boxes will be completely inventoried once a month.
- Participate in cleaning, restocking of equipment, medicines and disinfecting the ambulance after each call. Assure ambulances are cleaned and fueled as needed. Drug replacements will be performed as needed.
- When appropriate, assume command of emergency medical employees assisting patients.
- When appropriate, communicate and coordinate response with police, fire and rescue employees in accordance with the procedures of the WLFD.

Education and Experience:

- High School graduate or GED equivalent
- 3-5 years' experience in emergency medical service work as a paramedic
- Certified by Iowa Department of Public Health as a Paramedic
- Current Hazardous Materials First Responder Awareness Level certification
- Possession of valid Iowa Driver's License (Class D Endorsement 3) and insurable by City
- The EMS Coordinator will have 2-5 years supervisory experience
- Paramedic ICS / PALS / ACLS / BLS required. PHTLS (preferred)

Wages include IPERS benefits. Submit a formal application via mail, in person or on line at <https://cityofwestlibertyia.org/employment/> . Applications will be reviewed in addition to driving record and background verification; interview; final selection will be recommended for approval to the combined West Liberty Fire, West Liberty City and Rural Trustee Board; pre-employment physical with drug screening required. Please include salary requirements as part of your resume' and cover letter. Mail to: City of West Liberty, Attn: City Clerk, 409 N Calhoun St, West Liberty, Ia 52776. AA/EOE

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