



NORTHERN CALIFORNIA EMS, INC.

930 Executive Way, Suite 150, Redding, CA 96002-0635
Phone: (530) 229-3979 Fax: (530) 229-3984

Job Announcement

**Positions: CQI and Policy Coordinator
and
EMS Specialist**

Job Classifications: Non Exempt
Supplemental Position (less than 50% full time
employee)

Work Hours: 1 to 3 days in office per week (days to be determined)
6 to 18 hours per week

Work Location: Nor-Cal EMS Office
930 Executive Way, Suite 150
Redding, CA 96002

Pay Range: \$25.00 – \$35.00 per hour

Professional Experience Required:
California Licensed Paramedic or Registered Nurse
Minimum of at Least 5 years EMS Field Experience

Closing Date: To remain open until position(s) is filled

Contact / Send Resume To:

Donna Stone
Director of Business Administration
Northern California EMS, Inc.
930 Executive Way, Suite 150
Redding, CA 96002

dstone@norcalems.org

(530) 229-3979



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JOB DESCRIPTION

Job Title: EMS Specialist

Job Classification: Non Exempt
Supplemental Position

Supervisor: Chief Executive Officer

Job Summary:

This position will work closely with the Medical Director on regulation and policy compliance.

With Medical Director and Supervisor interaction, this position is responsible for conducting ground and air provider agency investigations. This includes, but is not limited to opening investigations; preparing and conducting investigation interviews by phone, electronic media or in person; documenting all aspects of the investigation; developing a resolution remediation plan if necessary; and follow-up work and loop closure.

The position is responsible for conducting routine and unannounced provider inspections to determine compliance with federal and state regulations and local policies. A record of the inspection is to be filed with a copy to the provider including any recommended or required operational and clinical changes.

This position will respond to clinical questions as needed.

The position may have other duties as assigned.

Essential Functions and Requirements

Candidates for this position will have:

Knowledge of local EMS systems including compliance with applicable Federal, State and local policies and regulations

Experience in serving on committees and attending meetings as assigned

The ability to develop and maintain sound working relationships with a variety of provider personnel

The ability to earn and maintain the trust and respect of external stakeholders

Strong interpersonal skills, a high level of professionalism, familiarity with EMS operations

Proficiency in computer use including Microsoft Office products (Word, Excel, Outlook and PowerPoint)

Excellent oral and written communication skills and the ability to effectively interact with a variety of provider personnel

Knowledge of best practice procedures for EMS operations

Regular project updates with both Supervisor and Medical Director

The ability to keep the Nor-Cal EMS electronic timesheet program updated with hours worked

The responsibility to provide a travel expense projection worksheet and obtain approval prior to scheduling Nor-Cal EMS work related travel

A current valid California Drivers License

Physical Job Description

Typical Working Conditions and Equipment Used:

Regular working conditions are those that are in an office setting. Office equipment including but not limited to copy machine, monitors, computers, projectors.

Essential Physical Tasks:

This position is required to have close visual acuity to perform an activity such as: preparing and analyzing data and figures; developing policies and spreadsheets; viewing a computer terminal; extensive reading.

Knowledge, Skill and Experience:

Minimum Education required:

California Paramedic

Minimum Experience required:

At least 5 years EMS field experience



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JOB DESCRIPTION

Job Title: CQI and Policy Coordinator

**Job Classification: Non Exempt
Supplemental Position**

Supervisor: Chief Executive Officer

Job Summary:

With Medical Director and Supervisor interaction, this position examines, monitors, and analyzes clinical data as it relates to Quality Assurance/Continuous Quality Improvement (QA/CQI) programs. This position will work closely with the Medical Director to develop and revise protocols, policies and procedures to improve quality of care in the region.

This position will interact regularly with the Medical Director and Direct Supervisor regarding the direction of the clinical department's QA/CQI program. The position will assist with the development, updates and maintenance of the agency's Continuous Quality Improvement plan. This position will regularly develop, maintain and modify clinical protocols and policies and procedures. This position will assist with other clinical related projects as needed.

The position will work closely with other staff members to monitor activities and to evaluate the performance of emergency medical service providers including EMRs, EMTs, paramedics, flight crew personnel and other prehospital care providers. This position will respond to clinical questions as needed.

This position may have other duties as assigned.

Essential Functions and Requirements

Candidates for this position will have:

Knowledge of local EMS systems including compliance with applicable Federal, State and local policies and regulations

Experience in serving on committees and attending meetings as assigned

The ability to develop and maintain sound working relationships with a variety of provider personnel

The ability to earn and maintain the trust and respect of external stakeholders

Strong interpersonal skills, a high level of professionalism, familiarity with EMS operations

Proficiency in computer use including Microsoft Office products (Word, Excel, Outlook and PowerPoint)

Excellent oral and written communication skills and the ability to effectively interact with a variety of provider personnel

Knowledge of best practice procedures for EMS operations

Regular project updates with both Supervisor and Medical Director

The ability to keep the Nor-Cal EMS electronic timesheet program updated with hours worked

The responsibility to provide a travel expense projection worksheet and obtain approval prior to scheduling Nor-Cal EMS work related travel.

The ability to develop, update and maintain the Continuous Quality Improvement document

A current valid California Drivers License

Physical Job Description

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Essential Physical Tasks:

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Knowledge, Skill and Experience:

Minimum Education required:

California Paramedic

Minimum Experience required:

At least 5 years EMS field experience