



NORTHERN CALIFORNIA EMS, INC.
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JOB ANNOUNCEMENT

Open: December 1, 2021 - Open Until Filled

Job Title: Air Medical Advisory Committee (AMAC) Coordinator
Job Classification: Part Time -Non-Exempt -Hourly
Job Location: Offsite and/or in Nor-Cal EMS Office
Hourly Rate: Range: \$25.00 - \$35.00 per hour
Hours: Hours will fluctuate - Averages 7-8 hours per month but may fluctuate between 4-10 hours per month.
Supervisor: Chief Executive Officer

Job Summary:

This position will lead the Air Medical Advisory Committee (AMAC) meetings. This will include all related meeting preparation, scheduling, minutes, data collection and evaluation, research for meeting materials, presentations, etc. associated with the regions AMAC group. This position responds to internal and external air medical questions and concerns as required.

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

With Medical Director and/or Supervisor interaction, this position is responsible for conducting air provider agency investigations when assigned. This includes but is not limited to opening, preparing, and conducting investigation interviews by phone, electronic media or in person requiring focused documentation of all events, developing a resolution remediation plan if necessary, and follow-up and loop closure.

Essential Functions and Requirements:

- Knowledge of local EMS systems (including air operations) including compliance with applicable Federal, State, and local policies and regulations and best practice procedures for EMS operations
- Requires strong professional skills in mediation

- Experience in serving on committees, attending meetings, strong interpersonal skills, a high level of professionalism, familiarity with EMS operations
- Review and Analyze Image Trend Records
- Proficiency in computer use including Microsoft Office products (Word, Excel, Outlook and PowerPoint and/or other software that will be needed to complete the job tasks) and excellent oral and written communication skills with the ability to effectively interact with a variety of provider personnel
- Effectively communicate with both internal and external customers
- Be clinically current
- Schedule and/or attend regular project update communication time (at a minimum monthly) with Supervisor
- Keep electronic timesheet program current with hours worked
- Ability to work effectively and communicate regularly while working offsite
- Regular use of “TEAMS” and/or “ZOOM” or other online meeting software
- Complete travel expense projection worksheet and obtain approval from Supervisor prior to scheduling travel
- Maintain a current California Drivers License
- Other duties as assigned

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. If offsite work is approved, the employee must ensure a safe office setting.

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 Experience required:

Current California Paramedic Licensure
Air Medical experience preferred
Minimum of 5 years professional medical experience