



NORTHERN CALIFORNIA EMS, INC.

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

JOB ANNOUNCEMENT

Open February 16, 2023 – Open Until Filled

Email Completed Job Application and Resume to: Donna Stone, CEO - dstone@norcalems.org

Job Title: EMS Specialist
Job Classification: Full time - Exempt
Job Location: Nor-Cal EMS Office, Redding, CA
Salary Range: \$57,719.04 - \$63,635.25
Supervisor: Chief Executive Officer

Job Summary:

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

This position will work closely with other staff to train, monitor activities, and 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 internal and external clinical questions as needed.

This person will attend by phone and/or in person meetings related to agency disaster responsibilities. This position will regularly be assigned the position of agency duty officer and will participate in the agency disaster related activities.

With Medical Director and/or Supervisor interaction, this position is responsible for conducting ground and air provider agency investigations when assigned. 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 and loop closure.

When requested, this position will assist with meeting preparation, minutes, research for meeting materials, presentations, etc. associated with the regions Medical Advisory Committee (MAC).

This position will work with other staff members in scheduling routine and unannounced provider inspections to determine compliance with federal and state regulations and local policies. A record of the inspection will be prepared and reviewed with clinical staff and supervisor and will be filed with a copy to the provider including any recommended or required operation and clinical changes.

This position will assist with contract development and renewals. The position will serve as backup to office staff regarding certification processing, answering phones assisting with Facebook and Website maintenance and other duties as needed.

This position will continually work closely with Medical Director, Supervisor, and other staff members in many activities within the clinical department. This job description may be updated as new tasks are assigned to individuals within the agency clinical department.

This position will assist with special projects/grants as assigned.

Essential Functions and Requirements:

- Knowledge of local EMS systems including compliance with applicable Federal, State, and local policies and regulations and best practice procedures for EMS operations
- Experience in serving on committees, attending meetings, 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 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 and work with both internal and external customers
- Be clinically current.
- Schedule and/or attend regular project update communication time (at a minimum weekly) with supervisor.
- Keep electronic timesheet program current daily with hours worked.
- Enter work schedule in office calendaring system.
- Review and Analyze Image Trend Records
- Regular use of virtual meeting platforms (i.e.: ZOOM)
- Maintain a current California Drivers License
- Complete travel expense projection worksheet and obtain approval from Supervisor prior to scheduling travel.
- Assist with maintaining investigation procedure manual.
- 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.

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, transcribing, viewing a computer terminal, extensive reading.

Knowledge, Skill, and Experience:

Minimum Experience required:

Current California EMT Licensure
Minimum of 2 years professional medical experience



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Employment Application

An Equal Opportunity Employer

Please Print

_____ Date _____ Last Name _____ First Name _____ Middle _____

Present Address

_____ No. & Street _____ City _____ State _____ Zip Code _____

Permanent Address (if different from present address)

_____ No. & Street _____ City _____ State _____ Zip Code _____

_____ Business Phone _____ Home Phone _____

Employment Desired

Position applying for: _____

Personal Information

How did you hear about our company and this job opening? _____

Have you ever applied to or worked for _____ before? Yes No

If yes, when? _____

Why are you applying for work at _____ ?

Employment Application

If hired, would you have a reliable means of transportation to and from work?..... Yes No

Are you at least 18 years old? (If under 18, hire is subject to verification that you are of minimum legal age.)..... Yes No

Are you able to perform the essential functions of the job for which you are applying, either with or without reasonable accommodation? Yes No

If no, describe the functions that cannot be performed.

(Note: We comply with the ADA and consider reasonable accommodation measures that may be necessary for eligible applicants/employees to perform essential functions. Hire may be subject to passing a medical examination, and to skill and agility tests.)

We may refuse to hire relatives of present employees if doing so could result in actual or potential problems in supervision, security, safety, or morale, or if doing so could create conflicts of interest.

Education, Training, and Experience

School	Name and Address	No. of Years Completed	Did you Graduate?	Degree or Diploma
High School	_____	_____	<input type="checkbox"/> Yes <input type="checkbox"/> No	_____
	Name			
	Address			
	City _____ State _____ Zip Code _____			
College/ University	_____	_____	<input type="checkbox"/> Yes <input type="checkbox"/> No	_____
	Name			
	Address			
	City _____ State _____ Zip Code _____			

Employment Application

Education, Training, and Experience - continued

School	Name and Address	No. of Years Completed	Did you Graduate?	Degree or Diploma
Vocational/ Business	_____ Name _____ Address _____ City State Zip Code	_____	<input type="checkbox"/> Yes <input type="checkbox"/> No	_____

Health Care Training	_____ Name _____ Address _____ City State Zip Code	_____	<input type="checkbox"/> Yes <input type="checkbox"/> No	_____
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Employment History

List below all present and past employment starting with your most recent employer (last five years is sufficient). You must complete this section even if attaching a resume.

_____ Name of Employer	_____ Phone Number		
_____ Type of Business	_____ Your Supervisor's Name		
_____ Address & Street	_____ City	_____ State	_____ Zip Code

Dates of Employment: _____
From To

Current Employer?..... Yes No

Your Position and Duties

Reason for Leaving

May we contact this employer for a reference?..... Yes No

Employment Application

Name of Employer

Phone Number

Type of Business

Your Supervisor's Name

Address & Street

City

State

Zip Code

Dates of Employment:

From

To

Your Position and Duties

Reason for Leaving

May we contact this employer for a reference?..... Yes No

Note: Attach additional page(s) if necessary.
.....

References

List below three persons not related to you who have knowledge of your work performance within the last three years.

First Name

Last Name

Phone Number

Address & Street

City

State

Zip Code

Occupation

No. of Years Acquainted

First Name

Last Name

Phone Number

Address & Street

City

State

Zip Code

Occupation

No. of Years Acquainted

First Name

Last Name

Phone Number

Address & Street

City

State

Zip Code

Occupation

No. of Years Acquainted

Employment Application

Please Read Carefully, Initial Each Paragraph and Sign Below

Initials

I hereby certify that I have not knowingly withheld any information that might adversely affect my chances for employment and that the answers given by me are true and correct to the best of my knowledge. I further certify that I, the undersigned applicant, have personally completed this application. I understand that any omission or misstatement of material fact on this application or on any document used to secure employment shall be grounds for rejection of this application or for immediate discharge if I am employed, regardless of the time elapsed before discovery.

Initials

I hereby authorize _____ to thoroughly investigate my references, work record, education and other matters related to my suitability for employment (excluding criminal background information) unless otherwise specified above. I further authorize the references I have listed to disclose to the company any and all letters, reports and other information related to my work records, without giving me prior notice of such disclosure. In addition, I hereby release the Company, my former employers and all other persons, corporations, partnerships and associations from any and all claims, demands or liabilities arising out of or in any way related to such investigation or disclosure.

Initials

I understand that nothing contained in the application, or conveyed during any interview which may be granted or during my employment, if hired, is intended to create an employment contract between me and the Company. In addition, I understand and agree that if I am employed, my employment is for no definite or determinable period and may be terminated at any time, with or without prior notice, at the option of either myself or the Company, and that no promises or representations contrary to the foregoing are binding on the company unless made in writing and signed by me and the Company's designated representative.

Initials

In compliance with federal law, all persons hired will be required to verify identity and eligibility to work in the United States and to complete the required employment eligibility verification document form upon hire.

The Company will consider qualified applicants, including those with criminal histories, in a manner consistent with state and local "Fair Chance" laws.

Date

Applicant's Signature