



NORTHERN CALIFORNIA EMS, INC.

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

JOB ANNOUNCEMENT

Open April 6 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
Starting Annual Salary: \$90,000.00 - \$100,000.00
Supervisor: Chief Executive Officer

Job Summary:

With Medical Director and Supervisor interaction, the EMS Specialist examines, monitors, processes and analyzes clinical data as it relates to Quality Assurance/Continuous Quality Improvement (QA/CQI) plans/programs. The EMS Specialist works closely with staff to develop and revise agency plans, protocols, policies, and procedures to improve quality of care in the Nor-Cal EMS region.

The EMS Specialist works closely with staff to answer internal and external clinical questions, train, monitor activities, conduct investigations (from opening an investigation to documentation, developing remediation plans and loop closure) as needed and evaluate the performance of emergency medical service providers.

The EMS Specialist attends meetings related to agency disaster responsibilities and will regularly be assigned the position of agency duty officer and participate in the agency disaster related activities.

The EMS Specialist works with staff in scheduling routine and unannounced provider inspections to determine compliance with federal and state regulations and local policies. This will include communications with providers, documentation, corrective plans if necessary, follow-up and/or inspection closure report.

This position will continually work closely with the Medical Director, Supervisor, and staff in many activities within the agency including but not limited to assisting with special projects/grants as needed.

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 employee electronic timesheet and calendaring programs current
- Run, review, and analyze provider electronic patient care records
- Regular use of virtual meeting platforms (i.e.: ZOOM)
- Maintain a current California Drivers License
- Complete travel expense per agency guidelines
- 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 Paramedic or Nurse Licensure
Minimum of 2 years professional medical experience



NORTHERN CALIFORNIA EMS, INC.

930 Executive Way, Suite 150, Redding, CA 96002-0635

Phone: (530) 229-3979

Fax: (530) 229-3984

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	_____	_____	<input type="checkbox"/> Yes <input type="checkbox"/> No	_____
	Name _____			
	Address _____			
	City _____ State _____ Zip Code _____			

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

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