

**NORTHERN CALIFORNIA EMS, INC.**

2151 Larkspur Lane, Suite B, Redding, CA 96002-0635

Phone: (530) 229-3979 Fax: (530) 229-3984

JOB ANNOUNCEMENT**Open:** August 1 until filled.**Email Completed Application and Resume to:** Donna Stone, CEO dstone@norcalems.org**Job Title:** EMS Coordinator**Job Classification:** Non-exempt, hourly**Job Location:** Nor-Cal EMS Office in Redding, CA**Starting Salary:** \$33 to \$37/hour**Supervisor:** Clinical Department Director

Job Summary:

The EMS Clinical Coordinator, in collaboration with the Medical Director, CEO, Clinical Department Director, and clinical staff reviews and refines clinical and operational processes, evaluates data, and supports all Quality Assurance/Continuous Quality Improvement (QA/CQI) efforts. This role assists with developing, updating, and implementing agency plans, protocols, policies, and procedures to enhance the quality of care throughout the Northern California EMS, Inc. (Nor-Cal EMS) region.

Responsibilities include provider communication, documentation, corrective action plans, follow-up, and inspection closure. This position requires effective, respectful collaboration with the Medical Director, CEO, staff, and regional partners, as well as participation in special projects as needed.

Essential Qualifications:

- Strong, interpersonal, verbal, and written communication skills;
- Experience in serving on committees, attending meetings, and a high level of professionalism;
- Proficiency in the utilization of multiple Microsoft Office computer programs including Outlook, PowerPoint, Forms, Excel, Word, TEAMS, and more;
- Knowledge of prehospital and emergency medicine theory, practice, and trends;
- Statistical and analytical data skills;
- Knowledge of EMS data systems and computer aided dispatch (CAD);
- Remain clinically current, certified, and licensed;
- Demonstrated ability to coordinate and attend routine project update meetings with relevant staff members;
- Keep employee electronic timesheet and calendaring programs current;

- Maintain a current California Driver's License with a clean DMV record with current proof auto insurance.
- Training and Education in Incident Command Systems to include minimum of ICS 100, 200, 700, and 800.

Preferred Qualifications:

- 5 or more years field experience as a continually licensed paramedic or RN;
- Professional teaching and instructor experience:
- ICS 300 and 400;
- Bachelor's degree or equivalent experience or education in EMS, business management, or a related field.

Essential Position Functions:

- Assist with EMS system quality management duties/responsibilities as necessary/directed;
- Assist with Nor-Cal EMS data system duties/responsibilities as assigned;
- Analyze data, information, and reports to determine and ensure ongoing compliance with ground and/or air ambulance;
- Assist with data collection, reporting, and conduct statistical analysis on that data;
- Review, analyze, and interpret records, and data and present information in organized reports;
- Maintain strict confidentiality in reviewing records and follow all applicable HIPPA laws and regulations;
- Knowledge and understanding with the ability to interpret, explain, and apply applicable laws, regulations, policies, procedures, protocols, and requirements related to the provision of prehospital care program evaluation and monitoring systems and techniques;
- Other duties as assigned.

Worksite and Schedule Description:

This is an onsite/in office role with scheduling determined by the supervisor. The expected weekly commitment is 7.5 to 15 hours in a predetermined schedule of days/hours. There is no expected overtime for this position. Additional hours may be requested from supervisor as needed.

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 machines, monitors, computers, projectors. Requires some lifting of up to 20 pounds. Will also require bending, stooping, and prolonged computer work.

Travel:

There will be no travel in this position, unless specifically authorized by supervisor based on agency needs.

Equal Opportunity Employer:

Nor-Cal EMS is an equal opportunity employer. All applicants will be considered for employment without regard to race, color, religion, national origin, disability, sex, age, sexual orientation, gender identity, genetic formation, or parental status.

At Will Status:

Employment with Nor-Cal EMS is at will, meaning that either the employee or Nor-Cal EMS may terminate the employment relationship at any time, with or without notice, and with or without cause, to the extent permitted by law. No employee, supervisor, manager, or representative of Nor-Cal EMS has the authority to enter into any agreement or make any representation that alters this at-will employment relationship unless such agreement is in writing and signed by an authorized representative of the organization.

Supplemental Question Response:

Responses to questions must be submitted along with resume and application. Applicants who fail to submit any of the required items will not be considered to proceed in the application process.

- 1) Please describe your specific methods and ideas for effectively disseminating material to broad and diverse audiences.

- 2) Please describe your knowledge and experience with the regulations governing the EMS system in California, both at the state level and within local jurisdictions.

- 3) Please relate in detail your previous experience, education, and comfortability using Microsoft Office and various computer systems.



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 Fair Employment and Housing Act (FEHA) and the Americans with Disabilities Act (ADA). We consider reasonable accommodation measures that may be necessary for eligible applicants/employees to perform essential functions. New hires 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	_____	_____	☐ Yes ☐ No	_____
	Name			

	Address			
	_____	_____	_____	_____
	City	State	Zip Code	
College/ University	_____	_____	☐ Yes ☐ 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		☐ Yes ☐ No	
Health Care Training	Name Address City State Zip Code		☐ Yes ☐ No	

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