



Announces an Employment Opportunity for

**EMS Critical Care Coordinator
(EMS Specialist II)**

Starting Salary – Based On Qualifications

Current Salary Range

\$5,579 - \$6,611 Monthly

\$66,954 - \$79,332 Annually

Mountain-Valley EMS Agency is an Equal Opportunity Employer

FINAL FILING DATE: [Friday, February 14, 2020](#)

(All applications must be received at MVEMSA by 5:00 PM on Friday, February 14, 2020)

The Mountain-Valley EMS Agency is a regional EMS agency which serves the counties of Alpine, Amador, Calaveras, Mariposa, and Stanislaus. The purposes of the EMS Agency are to plan, coordinate, monitor, and evaluate the implementation of the emergency medical system.

The Agency is seeking a dynamic, energetic and motivated candidate to fill an Emergency Medical Services (EMS) Specialist II position. This is a full-time position that reports to the EMS Deputy Director and carries out administrative, analytical and oversight activities.

SIGNIFICANT DUTIES

- ❖ Oversees the collection, validation, reporting, and analysis of STEMI receiving and referral centers, CARES data, Primary Stroke Center and base hospital data.
- ❖ Receives and reviews a variety of electronic data, logs, forms, records, and audits completed by STEMI receiving and referral centers, Primary Stroke Centers and base hospitals for completion and adherence to established policies and procedures; obtains additional information and follow-up where discrepancies and deficiencies are noted.
- ❖ Reviews counseling reports involving disputes between base hospital and field personnel; requests follow up and additional information as needed; facilitates resolution of disputes by scheduling and conducting meetings with parties involved and recommends action to be taken.
- ❖ Receives, reviews, and evaluates incident reports received from, or involving providers, patients, and others concerned with the handling of specific pre-hospital calls; conducts investigations; develops recommendations; and refers to superiors as appropriate for further action.
- ❖ Serves on committees and attends meetings as assigned; presides over meetings and provides staff support as appropriate; represents agency goals and objectives; provides/obtains information and promotes involvement and cooperation among stakeholders.
- ❖ Serves as the MVEMSA liaison to stakeholders in selected member counties including possible EMS Duty Officer and/or MHOAC designee.
- ❖ Participates in selected member county committees as appropriate.

- ❖ Participates in developing and updating pre-hospital policies.
- ❖ Develops EMS system reports and analysis for distribution to Agency staff, quality improvement committees, oversight committees and the State EMS Authority.

KNOWLEDGE AND ABILITY

Knowledge of:

- ❖ Prehospital emergency medical care procedures, techniques, and protocols;
- ❖ Effective pre-hospital systems operations and procedures;
- ❖ Techniques for analyzing data and other information and identifying problem areas and interrelationships among items;
- ❖ Federal, state and local laws, rules, regulations, policies, procedures, and requirements related to the provision of pre-hospital care;
- ❖ The Incident Command System;
- ❖ The OES Region IV multi-casualty incident plan;
- ❖ Computerized data systems and word processing applications.

Ability to:

- ❖ Interpret, explain, apply, and enforce applicable laws, rules, regulations, policies, procedures, and requirements related to the provision of pre-hospital care program evaluation/monitoring systems and techniques;
- ❖ Review, analyze, and evaluate pre-hospital systems and procedures;
- ❖ Review, analyze, and interpret records and data and prepare/present related reports;
- ❖ Oversee data collection and reporting, and conduct statistical analysis on that data;
- ❖ Maintain the confidentiality of sensitive information and files;
- ❖ Effectively and tactfully communicate in both oral and written forms with hospital personnel, field care providers, committee members, and others;
- ❖ Travel to meeting sites;
- ❖ Independently perform job duties away from the office;
- ❖ Safely perform job duties without risk of injury to self or others;
- ❖ Establish and maintain effective work relationships with those contacted in the performance of required duties;
- ❖ Work flexible hours

EMS SPECIALIST II QUALIFICATIONS

- ❖ Possession of a current **Paramedic or RN license** issued by the state of California.
- ❖ Three years progressively responsible experience in an EMS setting.
- ❖ Possession of a valid California Driver's License

WORKING CONDITIONS

Frequent intra-regional travel; occasional evening and weekend work is required.

APPLICATION & SELECTION PROCEDURES

TO APPLY: Submit a completed **Mountain-Valley EMS Agency Employment Application, resume,** and response to **Supplemental Questions to:**

Mountain-Valley EMS Agency, 1101 Standiford Ave, Suite D-1, Modesto, Ca. 95350
Attn: Cindy Murdaugh – Deputy Director

Completed application materials must be received at the MVEMSA office by 5:00 PM on February 14, 2020 to be considered. Completed application packets will be evaluated to determine those applicants best meeting the Agency's needs. Successful candidates will be placed on an eligible list for possible final oral interviews.

For more information or to receive application materials, see our web site at **www.mvemsa.org** or contact Cindy Murdaugh @ **[209-529-5085](tel:209-529-5085)** or cmurdaugh@mvemsa.com.

SUPPLEMENTAL QUESTIONS

Responses to these Supplemental Questions must be submitted with your application materials. Applications received without a Supplemental Question Response will not be considered.

1. Describe your experience and/or training in the delivery of pre-hospital emergency medical care.
2. Describe an example of how you have implemented problem-solving strategies in the workplace.
3. Describe your experience or involvement in special projects.
4. Describe an example of how you used your interpersonal skills to foster cooperation between disparate interest groups.
5. Describe your experience related to computerized data systems and word processing applications.

BENEFITS:

The Agency offers a generous benefits package, including:

- \$600/month health insurance allowance toward medical/dental/vision insurance
- IRS-125 Cafeteria Plan
- SEP-IRA Retirement Account – 25% of gross salary (eligible after 1 year continuous full-time service)
- 15 paid vacation days annually
- 16 paid holidays annually
- 12 paid sick days annually

NOTE:

- If you believe you possess a disability that would require test accommodation, please call the EMS Agency.
- Employment is contingent upon acceptable documentation verifying identity and authorization for employment in the U.S.

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