

JOB DESCRIPTION

Position: EMS Manager

Reports To: Chief Financial Officer

Status: Full Time/Salaried or Hourly – to be determined

About Massac EMS Service:

Massac EMS is a hospital district owned and operated medical transportation service serving the Massac County Illinois area and operated by Massac County Hospital District (Massac Memorial Hospital).

Position Responsibilities

Duties and responsibilities include, but are not limited to:

- Patient advocacy
- Supervision of field staff to ensure smooth operability
- Maintenance and revision of internal/external compliance programs
- Attendance at meetings/conferences as requested by superiors
- Disciplinary Action as needed
- Customer and team member satisfaction
- Delivery of patient care as needed
- Adherence to the mission, and vision of the organization
- Control the overall operating costs of the organization
- Additional responsibilities as assigned

Position Requirements:

- High School Diploma, College Degree preferred
- 5+ years documented EMS experience (or related public service field)
- 2+ years documented managerial experience preferred
- Have and maintain certification as an Illinois Paramedic
- Valid CPR, ACLS, PALS, PHTLS
- Excellent People Skills

CONTINUED ON PAGE 2

- Organized & Focused
- 21+ years of age with a clean driving record (due to driving requirements)
- Additional information as determined by organization

Benefits:

Excellent Salary

Health Insurance

Dental Insurance

Life Insurance

Paid Time-Off (PTO)

In-Service Training

Application Process:

- Submission of resumes WITH references
- Review and approval of received resumes
- Interview(s)