The New York Hospital Queens is seeking an operations manager for their EMS/Ambulance department.

Anyone who would like to be considered for this position is asked to send their resume in confidence to drm9014@nyp.org

Responsibilities include: this individual will be responsible for the day to day operations of NYHQ EMS division. They will maintain adequate personnel staff to effectively fulfill contractual and community obligations for patient care. Handles hiring, orientation, training, supervision, discipline, employee relations, problem solving, and termination of employees in division. Responsible for the upkeep and preventative maintenance of all vehicles, equipment, and facilities. Does scheduling, payroll, and approves any paid time off of employees. Ensures all employees in division are compliant with licensing, paperwork, and certification rules. Investigates any incident, accident, complaint, or concern and resolves situations related to event. In conjunction with the Administrative Director, develops goals, and targets for the productivity of division. Assures all standards are met for compliance with NYSDOH. Provides leadership to assistant supervisor(s) and employees in division.

Ability to read, and interpret documents such as safety rules, operating and maintenance instructions, and procedure manuals. Ability to write routine reports, and correspondence. Ability to type, and work efficiently with computer, printers, faxes, e-mails, and computer software. Ability to solve practical problems and deal with a variety of concrete variables in situations where only limited standardization exists. Ability to interpret a variety of instructions furnished in written, oral, diagram, or schedule form.

Qualifications:
Bachelors degree in a health related field.
Current NYS Paramedic certification.
Current REMAC certification.
Previous managerial experience in the EMS field with a minimum of 3 years.

The position reports to the administrative director of emergency medicine.