POSTING PERIOD: October 15, 2014- October 31, 2014

DEPARTMENT: Department of Emergency Medicine

JOB TITLE: EMS Supervisor / FDNY Liaison

HOURS/DAYS/SHIFT: Fulltime, 37.5 Hours/Week
Flexibility for possible evenings and weekends

QUALIFICATIONS:
1. High School Diploma, EMT-p certification required
2. Valid NYS Driver’s License required
3. AHA Instructor and/or CIC preferred
4. Previous managerial experience in the EMS field preferred.

EXPERIENCE:
1. Ability to read and interpret documents such as safety rules, operating and maintenance instructions, and procedure manuals.
2. Ability to write routine reports and correspondence.
3. Ability to type and work efficiently with a computer, printer, faxes, e-mails, scanning and computer software.
4. Ability to understand simple mathematics and inventory flow.
5. Ability to communicate effectively.
6. 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.

SUMMARY OF RESPONSIBILITIES: Responsible for the day-to-day operations of NYHQ EMS Division. Handles all orientation processes, hiring processes, training, supervision, employee relations and problem solving in division as related to NYHQ’s contract with FDNY.

Responsible for the upkeep and preventative maintenance of all equipment, and facilities. Ensures all vehicles are NYS DOH compliant and FDNY compliant. 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. Assures all standards are met for compliance with NYSDOH.

Works with Administrative Director to coordinate and run NYS DOH EMT training programs, Paramedic training programs, AHA classes and other allied professional courses. Ensures all paperwork for courses/classes is in compliance. Works with students to resolve any issues, conflicts or questions. Responsible for staff instructor scheduling, class schedules, equipment and space utilization.

The qualified candidate must possess good attendance, punctuality, be organized and neat.