



## **MORRIS MINUTE MEN EMERGENCY MEDICAL SERVICES**

### **JOB DESCRIPTION - EMERGENCY MEDICAL SERVICES (EMS) ADMINISTRATOR PART-TIME POSITION (24 hrs/wk anticipated to start)**

#### ***Position Summary:***

The Morris Minute Men Part-Time EMS Administrator is responsible for assisting the President and Captain with organizing, directing, planning, and evaluating the daily administration and operations of the Organization in connection with its transition to a hybrid EMS Organization. The EMS Administrator collaborates with all members of the Organization to accomplish goals and objectives, as directed by the President and the Captain. The EMS Administrator is a non-voting staff member supporting the Board of Managers. This is a part-time position to start, but has growth potential to become full-time in the future.

#### ***Essential Functions:***

1. Under the direction of the President, assists with development of and transition to a hybrid (combination of paid staff and volunteer members) EMS organization. Plans and undertakes tasks required to successfully establish a hybrid EMS organization licensed by the New Jersey Department of Health, including by way of example, but not limited to, development of policies, assistance with negotiation of a billing contract, and identification of required compliance programs. Prepares regular progress reports for presentation to the Board of Managers.
2. Provides assistance to the Captain in working with Emergency Medical Technicians to ensure proper service delivery, including staffing, equipping, and maintaining personnel and infrastructure necessary to perform patient care according to the established standards of the Organization.
3. Under the direction of the President, develops emergency service strategies for market share growth and develops agreements as needed for Organizational approval.
4. Provides assistance to the Captain in working to ensure accountability for the direction and supervision of staff according to established standards.
5. Demonstrates administrative/managerial competencies in defined areas of responsibility, including provision of appropriate leadership to subordinates.
6. Ensures that the delivery of patient care and practice are in compliance with both safety/risk management standards and legal requirements of licensing boards/regulatory agencies and accrediting agencies.

P.O. BOX 192 • MORRIS PLAINS, NEW JERSEY • 07950 PHONE: (973) 539-1776 • FAX: (973) 539-1681  
[www.morrisminutemen.org](http://www.morrisminutemen.org)

7. Ensures ongoing compliance with relevant standards.
8. Develops and maintains clinical quality improvement process for the Organization.
9. Develops and maintains administrative, operational, and financial compliance programs.
10. Ensures staff attends appropriate orientation programs and ongoing education to meet performance expectations and meets all required education, certification and performance standards.
11. Collects and analyzes data, to accurately identify area of improvement.
12. Establishes corrective action plans for sustained resolution of identified problems.
13. Identifies the needs of the patient population served and modifies and delivers care that is specific to those needs (i.e., age, culture, language, hearing and/or visually impaired, etc.). This process includes communicating with the patient, parent, and/or primary caregiver(s) at their level (developmental/age, educational, literacy, etc.).
14. Maintains awareness of current issues related to pre-hospital care, inter-facility care and communication practices through participation in professional activities.
15. Other duties as assigned.

***Education Required:***

1. Must possess and maintain a valid driver's license.
2. Must possess and maintain a current certification as a New Jersey Emergency Medical Technician or greater, or be eligible for reciprocity at the time of engagement.
3. Must possess a minimum of a Bachelor's Degree in EMS, Health Services Administration, Public Administration, Business Administration, or equivalent as many be acceptable to the Board of Managers.
4. Must possess and maintain current CPR and PHTLS certifications or equivalent.
5. Must obtain ICS 100-400 & I-700 and Hazardous Materials Awareness within three months of engagement.

***Experience.***

1. Must have a minimum of seven (7) years' experience in pre-hospital medical care, preferably in a high-volume EMS system.
2. Must have a minimum of three (3) years' experience as a supervisor or manager in an EMS system, preferably in a high-volume system.
3. Must possess strong verbal and written communication skills.
4. Must be proficient in the use of Windows-based computers and the Microsoft Office suite of applications.
5. Must be proficient in the use of web-based patient care record systems (i.e. emsCharts).

*The above statements are intended to describe the general nature and level of work being performed. They are not intended to be an exhaustive list of all responsibilities, duties and skills required.*