

Full Time Administrative Position Available

Assistant Chief of Operations

Reports to: Chief of Operations (COO), Medical Director, Executive Director, and Executive Board

Minimum Requirements:

- Current Valid New York State Driver's License with acceptable driving record
- Current EMT-Paramedic, on line with REMO, with at least 3 years active ALS pre-hospital patient care experience. Current ACLS and BCLS CPR certification, current PALS course completion.
- Possesses demonstrated competence in leadership and supervisory skills
- Excellent interpersonal, written, and verbal communication skills
- Flexible hours required

Additional Preferred Qualifications:

- College Degree in Business/Health Care administration
- College Degree in related curriculum with 2-4 years management experience at the daily operational level

Function:

To provide additional operational field supervision of CEC staff. In conjunction with COO, has direct responsibility for field operations during assigned shift.

Responsibilities include, but not limited to:

1. Coordination of Operations
2. Supervision of Personnel
3. Monitoring of Operational Capability
4. Internal Communication
5. Record Keeping and Reporting
6. Performs all assigned responsibilities and tasks while maintaining a high level of fiscal responsibility to the agency.
7. Performs other duties as requested by the Executive Director, Medical Director, COO, or Executive Board.
8. Participates in County/Regional EMS programs as necessary.

Duties Specific to ALS Coordination:

Function: To keep the agency current with NYS DOH and REMO Advanced Life Support requirements. To review all Pre-Hospital Care Reports with the QA/QI committee (and Medical Director as needed). Together with Medical Director and COO shall work to provide continuing education and improvement for our ALS program.

Please respond back to Chief of Operations or Executive Director with formal letter of interest, complete resume, and salary requirements before 1/09/12. All qualified applicants will be considered. More detailed responsibilities will be discussed at interview.