

SOUTH WALTON FIRE DISTRICT

911 North County Highway 393, Santa Rosa Beach, Florida 32459

"Prompt, Competent, Caring Response in Time of Need"



Ryan H. Crawford
Fire Chief / Administrator

EMS CLINICAL COORDINATOR

\$75k-\$85k

Position Summary

This position functions as the main quality assurance and Clinical Coordinator for SWFD's EMS Division. The EMS Clinical Coordinator will provide the focus and expertise required to ensure the highest level of quality medical care is given to the South Walton community.

This career includes analytic data work such as, but not limited to, patient care report reviews for clinical standards and trend analysis. This is an exempt at-will position that will normally work a 40-hour, Monday – Friday schedule, but may be required to vary hours during emergency situations.

General supervision is received from the Director of EMS through review of reports and periodic inspection of training activities. Duties will require administrative responsibilities regarding emergency medical services with an emphasis on employee relations and teamwork. Requires considerable discretion, independent judgement, and latitude in decision-making, initiative, and leadership.

Major Duties

- Collect, analyze, and interpret EMS operational data to manage and evaluate the Fire District's EMS performance measures, prepare pertinent reports, and find areas for improvement.
- Assist with the orientation of new employees
- Serves as the District's compliance officer with respect to maintaining personnel credentials and ensuring training objectives are met in accordance with mandatory state and local requirements.
- Oversees the district's quality improvement program and develops techniques to evaluate and improve overall service delivery.
- Reviews patient care reports to ensure proper compliance with approved SWFD protocols.
- Facilitates internal and external training programs.
- Assists with the formulation of the annual budget.
- Assists in the creation of EMS policies and protocols of the District.

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- Maintains personal knowledge base by attending training sessions and conferences as well as keeping abreast of medical advances.
- May be assigned to committees or special projects as needed by the fire district.
- Performs other related duties as assigned.

Knowledge Required by the Position

- Knowledge of administrative functions of the fire district.
- Knowledge of laws, ordinances, policies, and procedures governing fire district operations.
- Knowledge of budgeting techniques and funding sources of the fire district.
- Knowledge of principles and practices of modern EMS techniques.
- Ability to communicate effectively both verbally and in written form with technical accuracy.
- Ability to keep records and answer correspondence with staff and the public with patience, tact, and courtesy.
- Ability to establish and maintain cooperative relationships with fellow employees and members of the community.
- Ability to assess EMS training needs and develop training programs that meet those needs.
- Knowledge of the staff, operations and equipment of other related agencies and mutual aid systems.

Supervisory Controls

Reports to the Division Chief of EMS or EMS Director within the EMS Division, Operations Section.

Physical Demands

The work is typically performed while standing, walking, bending, crouching, and stooping. The employee must frequently lift light and heavy objects, climb ladders, use tools and equipment requiring a high degree of dexterity.

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Supervisory and Management Responsibility

No direct reports within the chain of command but has indirect input into employee performance and training standards.

Minimum Qualifications

- State of Florida licensed Paramedic
- Possess an American Heart Association CPR, ACLS & PALS certification. Instructor preferred.
- Possess and maintain a valid State of Florida driver's license.
- Must have a working knowledge of clerical filing systems and basic computer skills, including the use of the Microsoft Office Suite.
- Must be a non-smoking/non-tobacco using person at the time of employment and maintain the same non-smoking and non-tobacco use throughout the term of employment.
- Must successfully pass the district's drug screen and background check requirements as a condition of employment.

Education & Experience

- Minimum of five (5) years of increasingly responsible career fire or emergency medical services experience with five (5) years recent experience as a practicing Paramedic.
- National Incident Management System certification in IS-100, IS-200, IS-700, and IS-800.
- Associates Degree in a related field from an accredited college or university preferred.
- A combination of education, certifications, training and/or experience may be considered.

During occasions of local emergencies, this position may be required to report to perform emergency tasks, which may result in extended work hours, as well as extended periods of time away from family members.

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