



Career Opportunity: Career EMS Operations Supervisor

Job Description: The Career EMS Operations Supervisor will be a working position that will be responsible for the daily day-to-day operations including ambulance staffing, maintaining the schedule, ordering supplies, and assisting with the on-boarding on new employees.

Duties/Responsibilities:

- The EMS Operations Supervisor will maintain rank as the as a senior EMS supervisor in the absence of the EMS manager while being responsible for the schedule coordination of crews during our normal 24 hours of operations along with maintaining staffing for any special events/standbys.
- Will assist the EMS Manager with developing and maintaining policies that promote safe and efficient operational readiness and strives to evaluate and improve the operations components of the EMS division.
- Develop and maintains a new hire & new provider orientation program.
- Will facilitate new employee orientation, in house training, and serves as a liaison for regional trainings and coordinate with educational institutions for work experience programs.
- The EMS Operations Supervisor will lead the EMS divisions field training officers and ensures steps are taken to ensure optimal delivery of patient care.
- Will assist the EMS Manager to develop programs that encourage engagement of fire department personnel.
- Establishes and maintain contacts with community service partners to identify opportunities for collaboration and act as the liaison with community educational partners to facilitate work experiences for students, provides program oversight and ensures completion of required documents that includes the departments ride along program.
- Assists the EMS Manager with attending community functions as available to promote EMS education.
- Assists with the enforcement of adherence to department standard operating guidelines, the employee handbook and directives issued by the department leadership and acts as a role model within and outside of the work environment.
- Will report to & complete other duties as assigned by the EMS Manager

Hours of operations: 36 hours-40 hours a week including day shift, night shift, weekend & holidays which will be assigned as a working supervisor on an ambulance for most of their time. 4 hours administrative time allowed as applicable.

Certification, education & experience requirements: High school diploma, Associate or bachelor's degree in Management or Health Sciences (preferred but not required), Current PA DOH EMT with 5 years 911 experience, supervisory experience, knowledge of emsCharts.

Interested candidates should submit resumes to emssupervisor@kvfd8.com