



Mountain Counties

EMERGENCY MEDICAL SERVICES AGENCY

Announces an Employment Opportunity for

Disaster Preparedness Coordinator (EMS Specialist I)

Starting Salary – Based On Qualifications

Current Salary Range

\$57,934 - \$72,417 Annually

(\$4,828 – \$6,035 per month)

Mountain Counties EMS Agency is an Equal Opportunity Employer

FINAL FILING DATE: [Monday, May 22, 2023](#)

(All applications must be received at the Agency by 5:00 PM on Monday, May 22, 2023)

The Mountain Counties EMS Agency is a regional EMS agency which serves the counties of Alpine, Amador, Calaveras, and Mariposa. The purposes of the EMS Agency are to plan, coordinate, monitor, and evaluate the implementation of the emergency medical services system.

The Agency is seeking a dynamic, energetic and self-motivated candidate to fill an Emergency Medical Services (EMS) Specialist I position. This is a full-time position that reports to the Executive Director and carries out administrative, analytical and oversight activities.

SIGNIFICANT DUTIES

- ❖ Performs disaster planning and potential response duties related to field operations including possible EMS Duty Officer and/or MHOAC designee.
- ❖ Participates in the review of individual county medical disaster plans in relation to their ability to function together in the event of a mass casualty incident.
- ❖ Plans and coordinates educational workshops on disaster/terrorism preparedness for hospital and field personnel with the assistance of Agency staff.
- ❖ Plans and coordinates local disaster exercises with the assistance of Agency staff.
- ❖ Develops Agency MCI/disaster policies and procedures.
- ❖ Evaluates, through MCI and disaster critiques, incident investigation and data analysis, the current level of disaster preparedness, and makes recommendations on medical disaster preparedness needs.
- ❖ Participates in developing and updating pre-hospital policies.
- ❖ Works with member county Emergency Preparedness Coordinators to meet various grant deliverables.
- ❖ Participates in member county Healthcare Coalitions and other committees as appropriate.

- ❖ Receives, reviews, and evaluates incident reports received from, or involving providers, patients, and others concerned with the handling of specific pre-hospital calls; conducts investigations; develops recommendations; and refers to superiors as appropriate for further action.
- ❖ Serves on committees and attends meetings as assigned; presides over meetings and provides staff support as appropriate; represents agency goals and objectives; provides/obtains information and promotes involvement and cooperation among stakeholders.
- ❖ Serves as liaison to public health agencies, health care facility representatives, public safety agencies, and emergency medical services contractors.

KNOWLEDGE AND ABILITY

Knowledge of:

- ❖ Prehospital emergency medical care procedures, techniques, and protocols;
- ❖ Effective pre-hospital systems operations and procedures;
- ❖ Techniques for analyzing data and other information and identifying problem areas and interrelationships among items;
- ❖ Federal, state and local laws, rules, regulations, policies, procedures, and requirements related to the provision of pre-hospital care;
- ❖ Federal, state and local laws, rules, regulations, policies, procedures, guidelines and requirements related to MCI/disaster/terrorism preparedness and EMS system communication;
- ❖ The Incident Command System;
- ❖ The OES Region IV multi-casualty incident plan;
- ❖ Computerized data systems and word processing applications.

Ability to:

- ❖ Work collaboratively with Public Health, ground ambulance, hospital and fire personnel;
- ❖ Utilize computer technology;
- ❖ Review, analyze, and evaluate pre-hospital systems and procedures;
- ❖ Review, analyze, and interpret records and data and prepare/present related reports;
- ❖ Maintain the confidentiality of sensitive information and files;
- ❖ Effectively and tactfully communicate in both oral and written forms with Public Health, hospital personnel, field care providers, committee members, and others;
- ❖ Independently perform job duties away from the office;
- ❖ Safely perform job duties without risk of injury to self or others;
- ❖ Establish and maintain effective work relationships with those contacted in the performance of required duties;
- ❖ Work flexible hours

EMS SPECIALIST I QUALIFICATIONS

This position is classified as an EMS Specialist I:

- Possession of active CA-EMT certification
- Five (5) years experience as a certified EMT with 911 field experience
- Possession of valid California Driver's License
- Incident Command System (ICS) Course Completion; ICS 100, 200, 700, additionally, preferred 300, 400
- ***Preferred:*** Possession of a BSN (Bachelors of Science in Nursing) or Possession of a BS (Bachelors of Science in Related Field)

WORKING CONDITIONS

Frequent intra-regional travel; occasional evening and weekend work is required.

APPLICATION & SELECTION PROCEDURES

TO APPLY: Submit a completed **Mountain Counties EMS Agency Employment Application, resume,** and response to **Supplemental Questions to:**

Mountain Counties EMS Agency, 3505 Spangler Ln., Suite 405, Copperopolis, CA. 95228
Attn: Thomas Morton – Acting Executive Director

Completed application materials must be postmarked by 5:00 p.m. on May 22, 2023 in order to be considered. Completed application packets will be evaluated to determine those applicants best meeting the Agency's needs. Successful candidates will be placed on an eligible list for possible final oral interviews.

For more information or to receive application materials, see our web site at www.mvemsa.org or contact Thomas Morton @ [209-529-5085](tel:209-529-5085) or tmorton@mvemsa.com.

SUPPLEMENTAL QUESTIONS

Responses to these Supplemental Questions must be submitted with your application materials. Applications received without a Supplemental Question Response will not be considered.

1. Describe your experience and/or training in the delivery of pre-hospital emergency medical care.
2. Describe your experience or involvement in special projects.
3. Describe an example of how you used your interpersonal skills to foster cooperation between disparate interest groups.
4. Describe your experience in emergency preparedness, planning, exercises and drills.
5. Describe your experience related to computerized data systems and word processing applications.

BENEFITS:

The Agency offers a generous benefits package, including:

- \$600 to \$1500/ month allowance toward medical/dental/vision insurance
- IRS-125 Cafeteria Plan
- SEP-IRA Retirement Account
- Group Term Life Insurance
- 15 paid vacation days annually
- 16 paid holidays annually
- 12 paid sick days annually

NOTE:

- If you believe you possess a disability that would require test accommodation, please call the EMS Agency.
- Employment is contingent upon acceptable documentation verifying identity and authorization for employment in the U.S.

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