

**City of Gustavus
Temporary Position Announcement
Emergency Medical Services Coordinator**

Employment period: Date of hire to December 31, 2023. (may be extended)

Hours: Part-time, flexible, up to 20 hours per week as negotiated/agreed with Mayor and/or Medical Director.

Wage: \$25.00 per hour

Duties: This temporary position staffs a project to upgrade the skills and readiness of the GVFD EMS response operation. See attached position description for full details.

Qualifications: See attached position description for full details.

Physical Requirements: See attached position description for full details.

Work Locations: Gustavus Volunteer Fire Department Fire Hall and response sites throughout the community. Some travel out of Gustavus for training may be required.

Supervised by: GVFD Fire Chief with technical direction by the GVFD Medical Director.

Application Period: September 8 to 18, 2023 or until filled.

Employment application forms are available at City Hall, Monday through Thursday, 9:00 am to 3:00 pm or Friday 9:00 am to pm. This job announcement and the applicable job description containing qualifications and duties will be attached to the application. Applications must be returned to City Hall by 12:00 noon, September 18, 2023. If no qualified candidate is found by September 18, the City may hold the position open until filled.

Notice

CoG 3.04.02 (d) (2) Employees shall conduct City work only within the City of Gustavus, unless an employee is on an authorized business trip.

The examples of duties and responsibilities included in this position description are intended only as illustrations of the various types of work typically performed. The omission of specific statements of duties and responsibilities does not exclude them from the position if the work is similar, related or a logical assignment to the position.

Reasonable accommodation to facilitate an application is available on request.

More Information? Please call City Hall at 907-697-2451.

The City of Gustavus is an Equal Opportunity Employer

**City of Gustavus
Gustavus Volunteer Fire Department (GVFD)
Position Description**

Title: Emergency Medical Service Coordinator (EMS Coordinator) Temporary

Position: Exempt temporary part time position

Supervisor: Fire Chief

Technical oversight from: GVFD Medical Director

Period of Temporary Employment: Date of hire to December 31, 2023 (may be extended).

Work Hours: Flexible, up to 20 hours per week, as negotiated/agreed with Mayor and Medical Director.

Supervises: EMS volunteer responders

SUMMARY: This temporary position staffs a project to upgrade the skills and readiness of the GVFD EMS response operation. While supervised by the Fire Chief the EMS Coordinator takes technical direction from the Medical Director to coordinate and build the EMS Division within the GVFD. The EMS Coordinator is delegated primary responsibility for EMS preparedness, training, and operations with authority to exercise independent judgment and initiative. The EMS Coordinator is expected to establish and maintain effective working relationships with the GVFD Medical Director, department volunteers, other city departments and employees, in support of the EMS function.

EXAMPLES OF DUTIES:

- Maintain, test, and ensure readiness of EMS equipment/tools and ambulance.
- Assure readiness and preparation of EMS responders for community responses.
- Recruit EMS volunteers to join the GVFD EMS team.
- Oversee and/or conduct EMS training and preparation for department volunteers. The EMS Coordinator conducts training or drills directly (for which they are certified) or may draw on the expertise of the Medical Director, visiting EMS professionals, outside EMS training providers as appropriate and certified for meeting training goals.
- Respond to EMS emergency calls. May serve as incident commander.
- Maintain the infection control program and records.
- Conduct maintenance of GVFD EMS facilities, equipment, and supplies.
- Work with the volunteers to ensure safe tactics and operations.
- Consult with the department medical director to ensure that EMS protocols and EMT skills are current with State standards.
- Maintain an inventory of medical supplies.
- Maintain the records and files of the EMS Division, including training and meeting records, purchase order preparation, apparatus records and equipment records.
- Oversee the GVFD CPR program and instructors. Organize and execute community outreach programs such as CPR training.
- Coordinate department action on EMS goals and programs as directed by the Mayor.

KNOWLEDGE AND ABILITIES:

The requirements, demands and characteristics listed below are representative of the knowledge, skills and/or ability required to successfully perform the essential job functions. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

- Knowledge of EMS response standards, processes, and techniques
- Knowledge of the rules and regulations of the department and the State statutes pertaining to the Fire Department and EMS service. Must have knowledge of fire and ambulance equipment, EMS tactics, procedures and responsibilities, radio operations, and teaching methods/strategies.
- Ability to train department EMS responder volunteers, including organizing and leading drills and more extended training sessions.
- Ability to think quickly and clearly during emergencies and be able to learn the operating procedures of the department.
- Function with a high degree of independence, follow oral and written instructions, work cooperatively with others and be able to operate ambulance.
- Good physical health.
- Ability to read, analyze, and interpret government regulations.
- Ability to write reports, business correspondence, and department plans or procedures.
- Ability to present information effectively and respond to questions from patients, hospitals, local council, government agencies and the public.
- Ability to define problems, collect data, establish facts, and draw valid conclusions.

EMPLOYMENT STANDARDS:

- Current certification as an Alaska State EMT II.
- Certification as State of Alaska EMT instructor may be earned after hire.
- Must have a high school diploma or general education degree (GED).
- Must be able to operate computer word processing programs.
- Have current Alaska Driver License
- Five years-experience as an EMT with patient experience.

WORK CONDITIONS & ENVIRONMENT:

- Medical responders must deal with stressful conditions and upset people at emergency scenes.
- Work is frequently required day or night in residences, worksites, or outdoors in inclement weather.
- While performing the duties of this job, the employee is regularly required to sit; handle tools; operate heavy equipment; talk and hear. The employee frequently is required to reach with hands and arms, to stand, walk, climb, balance, or crouch. The employee frequently will be required to move about to coordinate work. Stair climbing is required on a regular basis.
- The employee must regularly lift and/or move up to fifty pounds.
- The employee drives and operates the GVFD ambulance and its equipment.
- The noise level in the emergency response environment may be high.

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This position description does not constitute an employment agreement between the City of Gustavus and an applicant for the position or an employee holding the position. The position de scription is subject to change by the City of Gustavus, in its sole discretion, as the needs of the City and requirements of the position change.